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INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An Autonomous Body of the Ministry of Environment & Forests, Govt. of India)
P.O. New Forest, Dehradun – 248 006

No. 57-20/2012-ICFRE

Dated the 17th December, 2012

NOTIFICATION

The Director General, Indian Council of Forestry Research and Education, Dehra Dun with the approval of the Govt. of India, Ministry of Environment and Forests, New Delhi (vide letter No. F.No. 2-48/2011-FE, dated 13th December, 2012), is pleased to notify the Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS) annexed herewith as Annexure-I for extending medical facilities to the ICFRE pensioners and their dependent family members w.e.f. 17.12.2012.

(Sudhanshu Gupta)
Secretary, ICFRE

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Distribution:

1. The Secretary to the Government of India, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi [**Kind Attention : Mrs. Malti Rawat, US (FE), MoEF**]
2. All DDGs/Director (P&IC)/ADGs/IAC, ICFRE
3. All Directors of Institutes/Centres under ICFRE
4. Head, Information Technology Division & Transparency Officer, ICFRE
5. Chief Medical Officer-in-Charge, New Forest Hospital, Dehradun
6. Under Secretary, Pension Cell, ICFRE
7. Hon' Secretary, FOSA/TSA/MSA/SC/ST/OBC Employees Associations
8. DDO, ICFRE
9. Administrative Officer O/o the DG, ICFRE
10. Guard file

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION PENSIONERS HEALTH SCHEME – (ICFREPHS)

Indian Council of Forestry Research and Education Pensioners Health Scheme has been introduced on ---- day of ----- month in the year 2012 for extending the medical facilities to the retired employees of the Indian Council of Forestry Research and Education (ICFRE) Society and their dependent family members.

CHAPTER- 1

ICFRE PENSIONERS HEALTH SCHEME

1. Short title, extent, Commencement, application

- (a) The scheme may be called the Indian Council of Forestry Research & Education Pensioners' Health Scheme (ICFREPHS), 2012.
- (b) The Scope and application of this Scheme shall extend to ICFRE Headquarters, all Institutes and other units under ICFRE.
- (c) The scheme applies to all retired employees/family pensioners (and their dependent family members) of ICFRE who opt for the Scheme. However, the Scheme shall not apply to employees who opted to remain with the Central Government and are covered by the Central Government Health Scheme (CGHS).

2. Definitions

(a)	"The Society" means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.
(b)	"The Council" means the Indian Council of Forestry Research and Education (ICFRE).
(c)	"Board of Governors" means the body constituted under Rule 17 of the Rules of Society.
(d)	"The President" means the President of the Indian Council of Forestry Research & Education Society.
(e)	"The Director General" means the officer appointed by the President of the Society with the concurrence of the Govt. of India to be the Director General of ICFRE.
(f)	"Director" means Director of an Institute under ICFRE.
(g)	"The Constituent units of the Society" means the ICFRE Headquarters, its Institutes and any other units set up under the Society.

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(h)	"Institute" means any of the Institutes under ICFRE.
(i)	"Year" means the financial year of the Govt. of India.
(j)	"Authorized Medical Attendant (AMA)" means the Medical Officer authorized by the ICFRE as Medical Attendant for the area or AMA as defined under CS (MA) Rules, 1944 as amended from time to time .
(k)	"Pensioner" means the retired employee of ICFRE Society or the family pensioners getting pension/family pension from ICFRE Society.
(l)	"Patient" means beneficiary to whom this scheme applies and who has fallen ill.
(m)	"Authorized Hospital" means a dispensary / hospital authorized by the Ministry of Health & Family Welfare and New Forest Hospital, Dehradun.
(n)	"Treatment" means the use of all medical and surgical facilities under this Scheme.
(o)	"Family" means as defined by the Ministry of Health & Family Welfare in their Health Scheme.

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CHAPTER- 2

PROVISIONS FOR ICFRE PENSIONERS' UNDER ICFRE PENSIONERS HEALTH SCHEME (ICFREPHS)

1. Persons Eligible under the scheme:

The ICFRE Health Scheme shall apply to all pensioners and family pensioners of ICFRE who opt for the ICFREPHS and their family members. However, the Scheme shall not apply to employees who opted to remain with the Central Government and are covered under Central Government Health Scheme (CGHS). The benefits of the scheme will be as per entitlement. The scheme will be operated by the ICFRE through its headquarters and various institutes under it.

2. Facilities under ICFRE Pensioners' Health Scheme:

The facilities available under the scheme mainly include-

- a) Outdoor treatment through dispensaries/polyclinic/hospital, maternity centre, etc.
- b) Supply of drugs/reimbursement of the cost of drugs.
- c) Lab. and X-Ray investigations.
- d) Domiciliary visits (provided the pensioner resides within 3 km of the New Forest Hospital).
- e) Specialist consultation in selected centers and polyclinics/hospitals, etc.
- f) Hospital services at Government Hospitals and other recognized Hospitals as provided in the Health Scheme of Ministry of Health and Family Welfare. It includes OPD, hospitalization, specialized investigations and treatment, etc.
- g) Specialized treatment in specialized hospitals for diseases like Cancer, TB, Polio and Mental diseases.
- h) Super specialty treatment, e.g. kidney transplant and coronary artery by pass graft (CABG), etc.
- i) Facilities for dental treatment.
- j) The reimbursement will be as per actual or on the basis of applicable Central Government approved rates/package rates, whichever is less.

Facilities not covered under ICFREPHS:

- a) Treatment in hospitals not recognized by the Ministry of Health & Family Welfare.

- b) Private nursing homes.
- c) Treatment outside India.
- d) Administration of routine injections at one's residence.
- e) Dressing of wound at one's residence.
- f) Supply of artificial appliances, e.g., dentures, spectacles, contact lens, etc.
- g) Orthodontic treatment and denture.
- h) Treatment for obesity due to inogenous factors.

3. **ICFRE Pensioners' Health Scheme Contribution:**

The pensioners/family pensioner willing to avail medical facilities under ICFREPHS shall have to contribute the amount detailed below in accordance with the corresponding Grade Pay drawn at the time of retirement/death:-

Sl. No.	Grade Pay drawn at the time of retirement	Contribution rate per month
1.	Upto Rs.1650/- per month	Rs.50/- per month
2.	Rs.1800/-, 1900/-, 2000/-,2400/-, and Rs.2800/- per month	Rs.125/- per month
3.	Rs.4200/- per month	Rs.225/- per month
4.	Rs.4600/-, Rs.4800/-, Rs. 5400/- and Rs.6600/- per month	Rs.325/- per month
5.	Rs.7600/- and above per month	Rs.500/- per month

In case of death of the pensioner / family pensioner who has deposited lifelong contribution towards the scheme, the dependent family members of such pensioner / family pensioner will continue to get the benefits of the scheme.

Pensioners who are members of ICFREPHS and do not opt for the OPD facilities are entitled to a fixed medical allowance of Rs.300/- p.m. which may be revised from time to time as per the orders of the Ministry of Health & Family Welfare.

- 3.1. Contributions received from members of this scheme shall be credited to the relevant head of account of ICFRE and ICFRE shall finance the scheme.

- 3.2 The amount of contribution shall be payable by the pensioners from the date they opt for the scheme and shall be revised from time to time as per the applicable rates of contribution under Scheme approved by the Ministry of Health in its Medical Health Schemes.
- 3.3 The pensioners / family pensioners may opt to pay one time ICFREPHS contribution and the amount payable will be ten times the annual contribution payable at the time of retirement. ~~The amount of one-time contribution or contribution by exercising option to avail medical facilities under ICFREPHS shall be deposited in the revenues of ICFRE.~~
- 3.4 Family pensioners may contribute on the basis of last "grade pay" drawn by the deceased employee and avail the entitled medical facilities as admissible under this Scheme.
- 3.5 An identity card will be issued to all beneficiaries of ICFREPHS.
- 3.6 The functioning of the medical Scheme will be annually reviewed by the Board of Governors.
- 3.7 Condition of dependency shall be the same as provided in Section 2 (m) of Chapter-I

4. IDENTITY CARDS:

The pensioners availing ICFRE Pensioners Health Scheme shall be issued Identity Cards by the ICFRE headquarter, on which a family photograph will be affixed for easy identification of the beneficiaries i.e. their eligible family members.

The Card will have joint photograph of the pensioner and his/her dependent family members certified by him/her. The pensioners are required to apply in the prescribed forms to the Competent Authority, for issue of ICFREPHS identity cards, alongwith the following attested documents for scrutiny:

1. Copy of pension payment order,
2. Proof of residential address,
3. Proof of age of son/daughter whose name is to be added in ICFREPHS card as dependent children.

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4. Group photo in triplicate whose name is to be enclosed in ICFREPHS card including dependent children and parents.
 5. An undertaking regarding the dependency of the parents.
 6. For loss of identity card, the beneficiary should lodge a complaint with the police and report the matter to the Director, Institute/Dy. Director General (Admn), ICFRE (HQ), as the case may be. Duplicate Card will be issued on submission of Rs.100/- by way of a postal order/DD in favour of Drawing and Disbursing Officer, ICFRE.
 7. In case of mutilation of Identity Card, the beneficiary should submit an application to the Director, Institute/Dy. Director General (Admn), ICFRE (HQ) as the case may be, along with mutilated card. Duplicate card will be issued on submission of Rs.100/- by way of a postal order/DD in favour of Drawing and Disbursing Officer, ICFRE.

5. **TRAVELLING ALLOWANCE:**

Pensioners permitted for treatment in another city, if such treatment is not available in the same city, on the advice of the Government specialists, shall be entitled for travelling allowance restricted to the distance up to the referral hospital available in the nearest city by the shortest route. In case of any deviation, prior permission of the Director of the Institute/DDG (Admn.), ICFRE, may be obtained.

Ambulance charges shall be reimbursed to the beneficiaries provided that:

- (i) the doctor treating the patient certifies in writing that conveyance of patient by any other mode would definitely endanger the patient's life or would grossly aggravate his/her condition, and
- (ii) the journey is undertaken within the same city.

6. **MEDICAL ADVANCE:**

Medical advance in respect of treatment for himself/herself and dependent members of his/her family will be paid as per the Government approved rates (area specific) direct to the hospital on receipt of a certificate/estimate from the treating physician/Medical Superintendent of a Govt./recognized hospital as follows :

- i. Rs. 10000/- or the amount recommended by the physician, whichever is less for indoor treatment in hospital and outpatient treatment for diseases like T.B., cancer etc.
- ii. In case of major illness like by-pass surgery, kidney transplant etc., the advance may be limited to 80% of the package deal wherever it exists or the amount demanded by the hospital concerned in other cases and the balance payable on final adjustment. The amount of package deal will be subject to the ceiling prescribed by Ministry of Health & Family Welfare in its health Scheme. The receipt of the advance payment made to the authorized hospital shall be submitted to the concerned Institute/ICFRE within fifteen days.
- iii. The medical advance shall be sanctioned by the Director of the Institute/Deputy Director General (Admn), ICFRE (HQ) from where the concerned pensioner/family pensioner has exercised the option.
- iv. The pensioner must submit the adjustment bill within one month from the date of discharge from the hospital, failing which the amount would be recovered from his pension/family pension, based on undertaking given by him/her, while seeking medical advance.
- v. The Director of the Institute/Deputy Director General (Administration), ICFRE will maintain proper records for the advance granted to the beneficiaries of ICFREPHS and its timely adjustment. It will be centrally monitored by Deputy Director General (Administration), ICFRE (HQ) and a six monthly report will be placed before the Board of Governors of ICFRE.

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CHAPTER-III

MEDICAL FACILITIES:

The ICFREPHS provides medical services at the level of Govt. hospital / dispensary, and approved hospitals by Ministry of Health & Family Welfare. All pensioners of ICFRE covered under ICFREPHS and their dependent family members can avail the following facilities:-

The beneficiary shall be provided the reimbursement for the outpatient care, emergency services, necessary drugs, investigations, specialist consultation and treatment in super specialty hospitals as per provision where an ICFRE pensioner / family pensioner and his / her dependent family member is entitled to receive medical attendance.

The amount paid by him/her on account of such medical attendance shall, on production of a bill and certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him/her by the ICFRE and its Institutes as per actual or applicable rates prescribed by the Ministry of Health & Family Welfare, whichever is less.

1.1 The following benefits would be extended to the beneficiaries:

- a. Admission in the hospitals / dispensaries under authorized hospitals approved by Ministry of Health & Family Welfare in its health Schemes, according to entitlement/ norms.
- b. If the medical officer-in-charge/ AMA of the authorized hospital and dispensary feels that specialized treatment is required, he / she will refer the patient to the Recognized referral hospital providing such specialized treatment.
- c. In case of emergency treatment, the pensioner and his/her dependent family members will be entitled to the same benefits as prescribed by the Ministry of Health & Family Welfare in its Health Schemes.
- d. In case of super specialty treatment like coronary bypass surgery, angiography, angioplasty, cancer treatment etc., the benefits as prescribed by the Ministry of

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Health & Family Welfare in its Health Scheme shall be made applicable to the beneficiaries.

- 1.2. Benefits to the retired employees of ICFRE are prospective in nature and 'pensioner' who has opted for the Scheme shall only be entitled to avail the benefits after becoming a member of the ICFREPHS. Facility of the Scheme shall be made only in case the pensioner is a member of the Scheme. Pensioners who are members of ICFREPHS and do not opt for the OPD facilities are entitled to a fixed medical allowance of Rs.300/- p.m. which may be revised from time to time as per the orders of the Ministry of Health and Family Welfare.

2. **Mode of providing Medicines:-**

- a. In case of chronic illness requiring prolonged treatment, medicines may be supplied/purchased for one month at a time. However, in case of beneficiaries with chronic conditions requiring prolonged treatment, the same may be dispensed upto three months also on the decision of the specialist of a Government approved hospital.
- b. For the beneficiaries residing in Dehradun, the OPD facility shall be available at New Forest Hospital, Dehra Dun.
- c. The Competent Authority who is sanctioning payment for the supply/purchase of medicines shall satisfy himself about the genuineness of the claim and may seek empty wrappers from the concerned patient.

2.1 **OPD Treatment:**

Specialist / super specialist treatment in recognized super speciality hospitals shall be available on the advice of the CMO/ MO in charge of authorized hospital for a period not exceeding three months in each instances and reimbursement shall be as per provision prescribed by the Ministry of Health & Family Welfare in its health Schemes. Therefore, the expenditure on treatment exceeding the limit prescribed by the Ministry of Health & Family Welfare has to be borne by the beneficiary from his/her own resources.

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2.2. **Indoor Treatment:**

Indoor treatment as per entitlement shall be available in authorized hospitals during non-emergent conditions on the advice of the concerned AMA. Follow up treatment subsequent to any specialized procedure or for illness shall ordinarily be valid for the period prescribed by the Ministry of Health & Family Welfare in its health Schemes.

2.3. **Treatment in emergent conditions:**

- a. In emergent conditions beneficiary can go to any of the nearest hospital without being formally referred by AMA/authorized hospital .
- b. Treatment in private hospitals not authorized under the scheme in medically emergent conditions will also be admissible when treatment is necessitated in such hospitals being situated nearest to the place of illness/trauma and when no other recognized facility is available nearby or due to circumstances beyond the control of the beneficiary.
- c. Ambulance charges shall be reimbursed to the beneficiaries provided that:
 - (i) the doctor treating the patient certifies in writing that conveyance of patient by any other mode would definitely endanger the patient's life or would grossly aggravate his/her condition, and
- d. Follow-up treatment subsequent to any emergent treatment/procedure or for the illness shall be in authorized hospital.
- e. The reimbursement of the medical claim covered under clause (b) above shall be made within the ceiling of rates prescribed by the Ministry of Health & Family Welfare in its health Scheme.

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CHAPTER-IV

I. SETTLEMENT OF MEDICAL CLAIMS:-

I.1 The medical settlement/reimbursement claim under the Scheme to the beneficiaries will be made as per the option exercised by the beneficiary through the concerned ICFRE Institute / Centre (from where ICFREPHS card holder has retired).

I.2 Application for settlement of medical claims

The beneficiary should make an application to the concerned authority for claiming reimbursement of medical expenditure and settlement of any advance. The claim should be filed within 3 months of discharge from the hospital. The application should be made along with the following documents:

- i. Checklist, Form as per Annexure-I.
- ii. All original bills.
- iii. Photocopy of identity card.
- iv. Discharge summary of the hospital.
- v. A detailed list of all medicines, laboratory tests, investigations, number of doctors visits etc. with dates.
- vi. Self-explanatory letter from the beneficiary, explaining the emergency circumstances, if applicable.
- vii. Photocopies of claim papers and an affidavit on stamp paper, in case original papers have been lost.
- viii. Affidavit on stamp paper by claimant, no objection from any other legal heirs on stamp papers and copy of death certificate, in case of death of the card holder.
- ix. Original prescription slip and diagnostic report.

Authorities concerned may verify and check the claims based on original prescription slip and the diagnostic report. In case of any doubt, verification can be done from the hospital concerned.

I.3 Power to settle the medical claim.

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- i. The Director of the Institute/Deputy Director General (Administration), ICFRE will have the power to settle the medical claim upto Rs.50,000/- at a time and for bills exceeding Rs.50,000/- and upto Rs. 2 lakh, the Director General and beyond Rs. 2 lakh, BOG of the ICFRE will have the power to settle the medical claim in respect of the beneficiaries. This ceiling will not be applicable in case of package rates for cancer, by-pass surgery, kidney transplant etc, which will be settled as per the ceiling of the rates prescribed by the Ministry of Health & Family Welfare in its health scheme.
- 1.4 The Director of the Institute/Deputy Director General (Administration), ICFRE will keep a proper record of the medical claims, advances and their settlement. The details of medical advances and their settlement should be immediately forwarded by the Director of the Institute to the Deputy Director General (Administration), ICFRE for centralized monitoring.
- 1.5 A centralized monitoring of the sanction/adjustment of the advance in respect of each advance granted to the beneficiaries and their adjustment will be carried out by the Deputy Director General (Administration), who in turn shall lay all sanctions to beneficiaries before Board of Governors.

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CHAPTER -V

RESTRICTION AND CONCESSION:

- 1.1. The jurisdiction regarding all Court cases in respect of ICFREPHS and its beneficiaries shall be at Dehradun.
- 1.2. The power to relax or extend medical treatment facilities to ICFRE pensioners, if any, not covered under the provisions adopted by the ICFRE shall be vested with the Board of Governors of ICFRE with the approval of the Ministry of Environment and Forests, New Delhi.
- 1.3. In case of any doubt, verification can be done from the hospital concerned.
- 1.4. The benefits of the Scheme are prospective in nature i.e. only after becoming a member of the Scheme by the beneficiaries.

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**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION PENSIONERS
HEALTH SCHEME - 2012**

**FORM FOR REIMBURSEMENT OF MEDICAL CLAIMS OF (ICFREPHS)
BENEFICIARIES.**

Computer No.

(To be filled by the claimant)

1. ICFREPHS Token No:

2. Validity of ICFREPHS Token Card : from.....to..... & entitlement : Pvt. / Semi
Pvt. / General.

3. Full name of the card holder (Block Letters) :

4. Full address :

5. Telephone No . (O)(R)

6. E-mail address if, any:

7. Name of the BankBranch.....SB A/C.

9. Name of the patient & relationship with the card holder :

10. Basic Pension

11. Name of the Hospital with Address:

(a) OPD treatment and investigations.

(b) Indoor Treatment.

12. Date of admission.....Date of discharge.....(In case of
Indoor Treatment only)

10. Total amount Claimed

(a) OPD Treatment.

(b) Indoor Treatment.

13. Details of Permission:

14. Details of Medical advance if, any:

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependant on me. I am a ICFREPHSbeneficiary and the ICFREPHScard was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date:

Signature of ICFREPHS card holder

Note: Misuse of ICFREPHS facilities is a criminal offence. Suitable action including cancellation of ICFREPHS card shall be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.

F.No. 2-48/2011-FE
Govt. of India
Ministry of Environment & Forests

Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003

Dated the 13th December, 2012

To,

The Secretary,
Indian Council of Forestry Research & Education,
P. O. New Forests,
Dehadun-248006

Sub: Extending medical facilities to ICFRE Pensioners through Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS) - regarding.

Sir,

I am directed to refer to your letter No. 57-20/2005-ICFRE dated 18th November, 2011 on the subject mentioned above and to say that the Indian Council of Forestry Research and Education Pensioners Health Scheme (copy enclosed) is approved by the competent authority subject to following conditions:

i) As suggested by the Ministry of Health and Family Welfare, ICFRE should keep in mind the financial viability and beneficiary's satisfaction while operating the scheme. They should promote use of the generic/branded generic medicines to the maximum extent possible to economize the expenditure and make the scheme cost effective. Proprietary branded medicines may be allowed only where no substitute generic medicine of the same salt, composition and therapeutic value is available.

ii) ICFRE will be keeping aside Rs. 1 crore annually for meeting the expenditure and Government of India will not bear any liability on the scheme and no funds from out of the grants-in-aid would be diverted for this Scheme. The expenditure will be met out of the Rs. 1 crore set apart by ICFRE from out of its own revenue.

Yours faithfully,

Malti Rawat

(Malti Rawat)

Under Secretary to the Government of India