### ASSOCIATION OF INDIAN UNIVERSITIES [Administration Division]

Admn./CGHS/2015/176204-19. September 28, 2015

#### CIRCULAR

Sub: Empanelment of Hospitals/ Diagnostic /Imaging Cenres for providing Medical facilities at CGHS rates.

As approved by the Governing Council in its meeting held on 03.12.2014, AIU has signed Agreement with 22 Hospitals/ Diagnostic/ Imaging Centres for providing medical facilities at CGHS rates to AIU permanent officers/employees and their dependent family members. A copy of Agreement duly signed by AIU has been sent to the concerned Hospitals/ Diagnostic/ Imaging Centres along with Names, Designation and Pay-Band of the officers/ employees. The Agreement and the names of the Hospitals/ Diagnostic/ Imaging Centres are proposed to be uploaded on AIU website.

The Hospitals/Diagnostic Laboratories/Imaging Centres shall provide the medical/investigation facilities at CGHS rates on the written permission of AIU, except in case of emergency. In such cases, the permission may be taken on subsequent day.

The bills shall be submitted by the Hospital to AIU after duly verified/certified by the Doctor/Hospital within a month for reimbursement.

As for the OPD, there shall be no reimbursement as the employees are paid a fixed sum per month. For IPD/Hospitalisation, the reimbursement shall be as per CGHS Rules and the Agreement signed with the CGHS empanelled hospitals.

Hospitalization expenses include:

- · Fee paid to the doctors in the approved hospitals as Consultation Fee;
- Expenses incurred in connection with histological, bacteriological, pathological tests and injections etc. in the approved hospitals.
- · Expenses incurred on EEG, ECG, EMG etc.
- Fee paid for surgical treatment including operation charges.
- Cost of medicines purchased outside by the employee on the basis of prescription of the doctor, provided that the medicine is not available in the hospital and the expenditure is duly supported by a cash bill.

• Room Rent paid by the employee for hospitalization in the hospital.

AIU Staff shall preferably avail hospitalization in the CGHS empanelled hospitals with which AIU has entered into an agreement or any other CGHS empanelled hospitals. However, in case the AIU staff or his/her family member avails hospitalisation in the non-CGHS empanelled hospitals, he/she shall be entitled for reimbursement of hospitalization expenses relating to the ailments mentioned in CGHS and notified/amended by the Ministry of Health and Family Welfare for the medical treatment on CHGS rates/entitlement or actual expenditure whichever is less.

All the officers/ employees are therefore requested to provide the details of their dependent family members in the prescribed proforma (enclosed); a latest passport size photograph and a copy of office Identity Card to the Administration Division latest by 09/10/2015 so that these can be sent to respective Hospitals/ Diagnostic/ Imaging Centres and uploaded on AIU website.

The definition of "Family" for medial purposes is enclosed.

(Sampson David) Joint Secretary (Admn.)

All regular officers and employees of AIU.

Copy to:

1. All Divisional Heads/Incharge(s)

2. PS to SG - 2019-9-15

3. Notice Board

4. S/E to upload on AIU website.



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#### ASSOCIATION OF INDIAN UNIVERSITIES

[AIU House, 16, Kotla Marg, New Delhi-110002]

# Declaration Form for Medical facilities

	Name	L	esignatio	on	
1.	I wish to say that following dependent			tended to	me and to the
S.N	o. Name	Relationship	DOB	Age	Address
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
2.	* I declare that my	parent(s) Shri			(Father) and
	Smt (Mother) are wholly dependent on me and				
	are residing with me residing).	/are not resid	ing with	me. (Giv	re reason for not
3.	* I certify that my spo	use is not emp	loyed.		
4.	* (a) I declare that my	y spouse is em	ployed in	1	
	@(name and address	of organizatio	n) but I	opt/do n	
	medical benefits from AIU in respect of self and the member of my family listed above.				
	(b) * I certify that I and in receipt of and will in	not receive so l	ong as th	ney are be	eneficiaries of the
	AIU medical scheme, a	any medical be	nefits fro	m any oth	ier organization.

Signature

Name of the employee (in Capital letter) Designation Division

Strike out clauses not applicable.
@give full address of the organization where employed.

### ASSOCIATION OF INDIAN UNIVERSITIES [Administration Division]

### Definition of Family for Medical purposes as per AIU Rules

The definition of "Family" as per AIU Rules would include the following and no other:

- a. Wife/Husband
- b. Two children including legally adopted children, step children and children taken as wards subject to the following conditions:

Son: till he starts earning or attains the age of 30 years, whichever is earlier.

Daughter: till she starts earning or gets married or attains the age of 30 years, whichever is earlier.

Son or daughter suffering from permanent disability of any kind (physical or mental) no age limit.

- c. Dependent Parents: A Female employee has a choice to include her dependent parents or parents-in-laws; option exercised can be changed only once during service.
- d. Widowed sister living with the employee.



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#### **AGREEMENT**

This agreement is entered into at Delhi on 03/08/2015 for empanelment of Hospitals for providing cashless indoor treatment. Between: [as per list of hospitals centres & labs who have signed agreement]

Association of indian Universities (AIU), AIU House, 16, Comrade Indrajit Gupta Road, New Delhi represented by the joint Secretary (Administration) and hereinafter referred to as "AIU" which expression shall unless repugnant to the context mean and include its successors and assignees of the ONE PART

AND

Vinayak Hosiptal having its premises at NH-1, Sector-27, Atta, Noida through Director hereinafter referred to as "Hospital" which expression shall unless it be repugnant to the context meaning thereof be deemed to mean and include its successors and assigness of the OTHER PART.

WHEREAS

The **ASSOCIATION OF INDIAN UNIVERSITIES** is a Society registered under the Societies Registration Act, 1860 in the year 1973. The membership includes traditional universities, open universities, professional universities, institutes of National importance and deemed —to-be universities. In addition, there is a provision of granting of Associate Membership to universities of neighbouring countries and is desirous of formulating and extending a suitable package of medical benefits as a part of welfare measure to its employees and their spouse and dependents, if any, and the Hospital is engaged in providing medical facilities and expertise in the field of General / Specialty treatment.

1. Defin離ions

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'Medical benefits' – means the hospitalization relating to the ailments mentioned in the CGHS's O.M No.s. 11011/2/2008 – CGHS (P) dated 20<sup>th</sup> May, 2009 (Copy enclosed) and notified / amende by Ministry of Health and Family Welfare (CGHS) for providing treatment to AIU employees and their dependents. Any revision made from time to time in this regard may be followed.

'Memb s' - means entitlement of wards in private empanelled hospitals / diagnostic / imaging centres in case of hospitalization, as per CGHS and as approved, for the AIU employee and their dependants:

\$1.No.	Ward entitlement	Pay down in pay Band (Excluding Grade Pay)	
1 General ward		Up to ₹ 13, 950/-	
2	Semi-private ward	₹ 13, 960/- to 19, 530/-	
3 sPrivate ward		₹ 19, 540 /- and above	

DR. V.S CHAUDHARY Director VINAYAK HOSPITAL NH.1, Secto. 27, Atta, Noida . 201 301 (UP)

Gautam Budh Hagat

कृत संख्या प स्थाम्य विक्रेता की तिकि स्टाम्य क्रेय करन का प्रशिवन (६०) **ला**० २० १८%म ल २०० सम्बे ३४.३.१**८** 

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If the patients on their own opt for a higher category than what he/she is cilcted, the excess cost will be the responsibility of the patient for which the patient will have to make prior arrangements with the Concerned Hospital. AIU's commitment will be restricted to the actual entitlement only.

#### 2. OBJECT

The AIU has approached the concerned Hospitals/diagnostic/imaging centres to extend medical facilities and treatment to its employees and their dependents and the concerned hospitals/centres have agreed for the same on the terms and conditions hereinafter stipulated.

#### 3. PERIOD OF AGREEMENT

This agreement shall remain in force for a period of FOUR (04) years or till the Hospitals/Centres is empanelled with CGHS whichever is earlier. This agreement shall be deemed to have been terminated automatically unless extended further and Hospitals/Centres agree to provide needful facilities at CGHS rates. The renewal shall be on such terms and conditions as mutually agreed.

#### 4. EXTENT OF COVERAGE

- (i) The Concerned Hospitals/Centres shall extend only inpatient hospitalization to the employees/dependents under this agreement and claims will be settled directly by the AIU under 'CASHLESS FACILITY'.
- (ii) The Concerned Hospital/Centres will extend service on prevailing CGHS rates only for IPD treatment.
- (iii) The Hospitals/Centres will extend the services of their lab for diagnostic tests to all AIU employees on cash down basis.
- (iv) The claim bill along with copies of investigation reports, first admission report, original cash memos and discharge summary report be submitted by the Hospitals/Centres to the Joint Secretary (Admn.) within 15 days of discharge of the patient. The bills submitted should contain the CGHS Code/Hospital Code applicable against each procedure charged to facilitate processing of the bill at the earliest.
- (v) For the 'Out Patient Treatment', the beneficiaries shall take such treatment on the CGHS rates on cash basis and AIU shall not be responsible for any such medical expenditure on this account.
- (vi) If the Hospital normally charges rates for various procedures which are lower than the negotiated rates, the reimbursement would be at the actual rates charged by the Hospital.
- (vii) The Concerned Hospital shall ensure that each time employees/dependents avail service envisaged in this agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlement status, as indicated in O.M. No.S.11011/2/2008-CGHS(P) dated Oth May, 2009.
- (viii) The Hospital shall ensure that the benefits are made available to the employee strictly as per terms of this agreement and no benefit outside the terms of this agreement shall be spowed without prior approval prives chaudhary same is essential for the recovery of employees/dependents.

  Director Viction

Director Vschandhay VINAYAK HOSPITAL NH.1, Sec. 5. 27, Alla, Noida - 201 531 (UP) Gautam Budh Nagat

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(ix) IU shall not be liable to make any payment on account of claims which are in the opinion of AIU fraudulent or are as a result of fabricated claims.

#### 5. OBLIGATIONS OF CONCERNED HOSPITALS/CENTRES

- (i) The Concerned Hospital shall admit the patient only on production of a valid Identity Card with photographs of the beneficiary issued by the AIU. The empanelled hospital shall not demand any advance from the beneficiary and shall provide credit facilities to the concerned patient.
- (ii) The Concerned Hospital shall ensure that all employee members are admitted and treated in the Institution/Hospital on priority basis. Priority basis in this context means making available to the member services like on-the-spot admission/treatment, beds on an urgent basis and the like. In case there is no accommodation either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the concerned Hospital shall make all attempts through its good offices to accommodate and admit the employee members/dependents to other CGHS approved empanelled/super specialty Hospital, subject to concurrence from the concerned employee members/ dependents and in intimation as to the cross reference shall be made to the AIU within 24 hours of such referral.
- (iii) The Concerned Hospital shall ensure that best and timely medical treatment/ medical facilities is extended to the employee members/dependents and provide best of service to them at all times.
- (iv) It is mandatory for the Concerned Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Concerned Hospital represents that it has all the prescribed standards and shall maintain the same throughout.
- (v) AIU Officers/designated Officers shall have the right to visit the Concerned Hospital to check the quality, standards, review and discuss treatment provided to employee members/dependent. During such visits and inquiries, the concerned Hospital shall extend full co-operation to the AIU officials including access to the patients' medical and billing records and make available the information they request about the patient for the purpose of their investigation/inspection.
- (vi) The Concerned Hospital shall also arrange to obtain medicines, injections, surgical items, disposable etc. as prescribed by the Doctors from authorized chemists, druggists.
- (vii) The Concerned Hospital shall make available to employee members/dependent only in emergency cases, ambulance services on a priority basis for patient within the city/town limits, the cost of which will be part of the package.
- (viii) The Concerned Hospital shall keep the employee members/dependent only for the required number of days of treatment and carry out only the required investigations. AIU has the discretion to reject bills containing any item that as per AIU is unwarranted on the part of the Concerned Hospital. The list of medicines/items which are NOT covered under Swamy's List of Medicines (Admissible & Inadmissible) shall be followed. Any revision made from time to time may also be incorporated.

DR. V.S CHAUDHARY Director VINAYAK HOSPITAL NH.1, Secto .27, Atta, Noida . 201 and (UP) Garnam Budn Nugar

- (ix) The Concerned Hospital agrees not to take any cash deposit or any deposit of any kind or advance from employee members/dependent who is/are to be given treatment by the Hospital and shall strictly adhere to the understanding.
- (x) The Concerned Hospital shall strictly adhere to the agreed 'Operations Procedure' contained in the terms and conditions and be bound by the same.
- (xi) The Concerned Hospital shall equip itself with qualified and experienced Doctors, Medical and Para-medical Staff, Nurses, etc. and also all other infrastructure essential to maintain the desired quality and standard of treatment.
- (xii) The Concerned Hospital shall not charge separate charges on account of Nursing, with interest or interest free security deposit, diet charges, Air Conditioner/Cooler/Heater charges (including electricity charges) etc. which in the opinion of AIU are included in the package.
- (xiii) The Concerned Hospital shall not charge more than two consultations in a day to a patient from the attending specialist.
- (xiv) The Concerned Hospital shall not admit any patient as a matter of routine unless the Hospital is convinced that the patient actually requires admission, and whatever initial tests are required before admission should first be done in OPD and patient should be admitted only when it is required.
- (xv) Before the final discharge of the patient, the discharge summary certificate documents and necessary bill will be authenticated by the patient/escort's signature.
- (xvi) The drugs/medicine supplied to the patient to be consumed after discharge will not be part of the package.
- (xvii) In case the eligible accommodation is not available at the time of admission the patient may be admitted to lower category of accommodation. As soon as the entitled accommodation is made available, the patient should be shifted there.
- (xviii) But if patient is provided higher category of accommodation than his/her entitlement under this agreement at his/her own request, the differential amount will be borne by the beneficiary and if accommodation is provided by the Hospital in the event of non-availability of entitled accommodation, the differential amount will be borne by the hospital concerned.
- (xix) The Concerned Hospital shall send all bills along with all documents pertaining to the AIU employee members/dependent to the Joint Secretary (Admn.), AIU for payment.

#### 6. OBLIGATIONS OF THE ASSOCIATION OF INDIAN UNIVERSITIES

AIU shall ensure settlement of bills raised by the concerned Hospital/Centres within 30 days after the submission of the bills to the AIU in case of no query on the valid bills or claim.

#### 7. GENERAL

(i) AIU shall not be responsible/ liable in any manner whatsoever of account of UDHARY negligence on the part of concerned Hospital or their doctors/consultants giving treatment to patient.

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NH.1, Sco.b . 27, Atta. Noida - 201 301 (UP) Gautam Budh Nagat

(ii) Any deviation/modification of the terms and conditions of this agreement by tile arties shall only be affected with the written consent of both the parties.

(iii) The Hospital shall keep the AIU indemnified in respect of all claims and Exhibities except the liability of settlement of Bills in accordance with the Provisions of this Agreement.

#### ×. TERMINATION

Notwithstanding contained anything in this agreement, the agreement entered into by AIU may be terminated by either party by giving prior notice of 30 (thirty) days. Provided that the agreement may be terminated by AIU/Hospital without assigning any reason for which the hospital/AIU will have no claim for any compensation/damage whatsoever on this account from the hospital/AIU. Provided further that AIU will have the right to terminate this agreement, if the concerned hospital violates any of the terms and conditions of the Agreement.

In case of termination, either by AIU or Hospital, and/or in any other eventuality including exclusion from the CGHS approved list of hospital or nonappearance in the CGHS approved list of hospital, the Hospital shall ensure that all admitted patients undergoing treatment at the time of termination and in the other eventuality as stipulated and explained, are treated completely and discharged for which AIU shall consider their claims, in accordance with the terms of this Agreement only.

#### 9. LAW GOVERNING THE AGREEMENT AND DISPUTE RESOLUTION:

The Agreement will be governed by the laws of India in force. Any dispute arising out of this agreement will be settled in the Court of Law by competent jurisdiction. The Courts in Delhi shall have exclusive jurisdiction to adjudicate the disputes arising under the Agreement.

IN WITNESS WHEREOF the parties hereto have signed this on the day, month and year first hereinabove written in the presence of the following witnesses:

ASSOCIATION OF INDIAN UNIVERSITIES NEW DELHI

(K.B. KAZONSZIHEMIT (A)

2. NISHANT GOPAL UDC, Adm. Div PROVIDER HOSPITALS/

DIGNOSTIC/IMAGING Vschandher CENTRES

DR. V.S. CHAUDHARY Director

VINAYAK HOSPITAL WITNESSESH-1, Sec. o. 27, Aua,

Noida - 201 331 (UP)

Gautam Budh Nagat

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	Prov	iding CGHS Health Care Package		
Sr. No	Name of Medical	Address	Phone No.,	
Hospital				
1	SMH-Curie Cancer Centre	Shanti Mukand Hospital, #2, Institutional Area, Vikash Marg Extn. Karkardooma Delhi-110092	011-33669999, 011- 43016000	
2	Sunil Hospital	15/199-200, Geetanjali Road, Malviya Nagar, New delhi-110017	26680247, 26680380, 26684525	
3	Vinayak Hospital	Nh-1, Sector-27, Atta, Noida- 201301	120-4001800	
4	Medfort Hospitals	A-3/24,3rd Floor, Janakpuri New Delhi-58	011-25506664	
5	Sunder Lal Jain Hospital	Ashok Vihar, Phase -III, Delhi- 110052	47030900	
6	Delhi Heart & Lung Institute	3 MM-II Panchkuian Road, New Delhi-110055,	42999999	
7	Primus Super Speciality Hospital	2, Chandragupta Marg, Chanakyapuri, New Delhi-110021	011-66206620, 9999920206	
8	National Heart Institute	49.50, Community Centre, East of Kailash New Delhi-110065	011-26414156, 26414075, 26414251	
9	Metro Heart Instittue with Multispecialty, Fariadabad	Sector-16A, Faridabad-121002	129-4277777, 8586931121	
10	Jeewan Nurshing Home & Hospital	2-B Pusa Road, New Delhi-110005	011-42430246, 42430247	
	<b>建设建筑,至6000000000000000000000000000000000000</b>	Eye Care		
11	Dr. Pattnaik' Laser Eye Institute	C-2, Ground Floor, Opp. Round About (Behind Jagdish Store), Lajpat Nagar-3, New Delhi-110024	43444300, 43444333	
12	Goyal Eye Institute	1/10, East Patel Nagar, New Delhi- 11008	011-2581259	
13	Mohan Eye Institute	11-B, Ganga Ram Hospital Marg, New Delhi-110060	25787655, 25852048	
14	Khanna Eye Centre	E-368, Nirman Vihar, Vikas Marg Delhi-110092	27228674, 27244290	
15	Pragati Eye Centre	H-15, Krishna Nagar, (Near Vijay Chowk), Delhi-110051	9811360111	
16	Bharti Eye Hospital	E-52, Greather Kailash-I, New Delhi- 110045	29242784, 9212259171	
17	Indian Institute of Ophthalmology	C-2, Greater Kailash Enclave- II, New Delhi 110 048 (Opposite Savitri Cinema)	29220859, 29224044	

		Imaging & Diagnostic Centre	
18	Dr Gulati Imaging Institute	J-16, Hauz Khas Enclave Main Aurobindo Marg, New Delhi-110016	011-49515253
19	Ganesh Diagnostic & Imaging Centre Pvt Ltd	109, Pocket -A-1, Sector-8, Rohini, Near Deepali Chowk, Opp, Bagga Link, New Delhi-85	27945314, 27948484
20	Mahajan Imaging Centre	K-18, Hauz Khas Enclave, New Delhi-110016	43138000
		Dental Care	
21	Dental Care Cinic	PD-1/1B, Pitam Pura (Adjacent to N.D. Mkt.) New Delhi-110088	011-27316808, 27311808
22	Muskan Dental Care	11/26, West Patel Nagar, New Delhi -110008	25882653, 42467322, 9818822991



## ASSOCIATION OF INDIAN UNIVERSITIES AIU HOUSE, 16, COMRADE INDRAJIT GUPTA ROAD NEW DELHI - 110 002

S1. No.	Name of the employees	Designation	Pay drawn in the Pay Band
1.	Shri Sampson David	Joint Secretary	44,770/-
2.	Dr. Gurdeep Singh	Joint Secretary	41,690/-
3.	Dr. Veena Bhalla	Joint Secretary	40,220/-
4.	Mrs. Ranjana Parihar	Deputy Secretary	32,730/-
5.	Shri Pardeep Kumar	Under Secretary	23,970/-
6.	Dr. Amarendra Pani	Deputy Director	23,770/-
7.	Dr. Youd Vir Singh	Assistant Librarian	26,540/-
8.	Dr. Sistla Rama Devi Pani	Assistant Director	19,250/-
9.	Shri Shivam Dixit	Software Engineer	18,950/-
10.	Dr. Usha Rai Negi	Assistant Director	20,290/-
11.	Shri Sambhav Srivastava	Evaluation Officer	19,680/-
12.	Shri M N Bhaskar	Section Officer	21,500/-
13.	Mrs. Shakuntla Dua	Section Officer	18,240/-
14.	Shri Narayan Chandra Nath	Section Officer	16,230/-
15.	Mrs. Neena Suri	Section Officer	19,680/-
16.	Mrs. Sreedevi S Nair	Section Officer	17,550/-
17.	Mrs. Neelam Chitkara	Section Officer	17,550/-
18.	Mrs. Anjali Nagpal	Section Officer	16,590/-
19.	Mrs. Poonam Mahajan	Sr. P.A.	16,880/-
20.	Shri Bharat Pathak	Sr. DPA	16,980/-
21.	Mrs. Veena Chawla	Assistant	15,370/-
22.	Shri Satya Prakash	Technical Supervisor	16,790/-
23.	Shri M K Chawla	Stenographer	17,190/-
24.	Mrs. Neelam Arora	Assistant	13,570/-
25.	Shri Surender Singh	Assistant	11,470/-
26.	Mrs. Manju Kalia	Assistant	13,570/-
27.	Mrs. Harjinder Kaur	Assistant	13,570/-
28.	Mrs. Suman Ghandhi	Assistant	13,570/-
29.	Shri Nishant Gopal	UDC	11,680/-
30.	Shri Manish Ahuja	Storekeeper	11,470/-
31.	Shri Amar Dev	UDC	9,870/-
32.	Mrs. Sneh Lata	Sr. DTP Optr.	9,710/-
33.	Shri Soban Singh	Staff Car Driver	12,650/-
34.	Shri Shambu Dutt	UDC	12,990/-
35.	Shri Virender Singh	UDC	10,660/-
36.	Shri Balwan Singh	UDC	10,470/-
37.	Shri Babu Lal Yadav	UDC	10,470/-
38.	Shri Sassi, T.A.	LDC	9,660/-
39.	Shri Bahadur Singh	LDC	9,660/-
40.	Shri Suresh	LDC	9,490/-
41.	Shri Vasudavan Swami	LDC	9,280/-
42.	Shri Sudhir Kumar	LDC	9,280/-

Contd. on page-2/

CI No	N	D - :	D 1
Sl. No.	Name of the employees	Designation	Pay drawn in
			the Pay
			Band
43.	Shri Gopal Dass Sharma	LDC	9,270/-
44.	Shri Babu Lal Mali	LDC	9,240/-
45.	Shri Parmanand Maurya	LDC	9,270/-
46.	Shri Gopal Dutt	LDC	9,270/-
47.	Sh Bihari Lal	Sub Manager	9,210/-
48.	Shri Tribhuwan Singh Rawat	LDC	8,180/-

Joint Secretary (Admn.)

Association of Indian Universities AIU House, 16, C.I.G. Road, New Delhi-110002