



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY
PESHAWAR**

REGISTRAR OFFICE (ACADEMICS SECTION)

Main Campus, Landay Sarak, Charsadda Road, Larama
Email: academics@sbbwu.edu.pk; Phone .No: 091-9224708

No: 34/49th Syn/Reg/SBBWUP
Dated: Friday, 19th April, 2024

NOTIFICATION

Subject: **Shaheed Benazir Bhutto Women University Peshawar Employees Medical Attendance Rules-2024**

Upon the recommendation of the Syndicate-Sub-Committee (for framing of Rules and Regulations of the University) meeting held on 23rd August, 2023, the Syndicate in its 49th meeting held on 5th & 6th March, 2024 approved the "*Shaheed Benazir Bhutto Women University Peshawar Employees Medical Attendance Rules-2024*".

sdl
Assistant Registrar Academics

Enclosure: SBBWUP Employees Medical Attendance Rules-2024

No: 1837-42/Acad/SBBWUP

Copy to:

- 1) Additional Treasurer, SBBWUP
- 2) Audit Officer, SBBWUP
- 3) Deputy Registrar Establishment, SBBWUP
- 4) PS to Vice Chancellor, SBBWUP
- 5) PA to Registrar, SBBWUP
- 6) Office Copy

Sonykhan
Assistant Registrar Academics



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Employees Medical Attendance Rules – 2024

Whereas it is expedient to prescribe rules to govern the matters relating to the Medical Attendance of the regular Employees of the University in accordance with the Khyber Pakhtunkhwa Universities Act-2012, the following rules are hereby prescribed under Section 31(2) of the Khyber Pakhtunkhwa Universities Act 2012 (amended 2016).

1. Short Title

- 1.1 These rules shall be called the Shaheed Benazir Bhutto Women University Peshawar Employees Medical Attendance Rules – 2024.

2. Commencement and Application

- 2.1 These rules shall come into force at once.
- 2.2 Where there is no provision for any items in these rules, the Government of Khyber Pakhtunkhwa Medical Attendance Rules 2016 shall be applicable.
- 2.3 These rules shall apply to all regular employees of the University except
 - a. A person appointed on contract/adhoc/temporarily engaged on fixed pay or on daily wage basis;
 - b. A person serving in the University on deputation; and
 - c. The staff paid from contingencies or serving on work charge or part time basis or person employed occasionally or reemployed or on need basis.
- 2.4 In case of real hardship life threatening disease, the Vice-Chancellor may relax these rules for reasons to be recorded for the information of the Finance and Planning Committee/ Syndicate.

3. Definitions

- 3.1 “Authorized Medical Attendant” means a doctor posted in a Government hospital and includes Professor, Associate Professor, Assistant Professor, Senior Registrar, District Specialist posted in Government hospitals or any other Specialist in Government hospital, Chief Medical Officer (CMO), Principal Medical Officer (PMO), Senior Medical Officer (SMO), Medical Officer (MO), Dental Surgeon and casualty medical Officer.
- 3.2 “Competent Authority” means the Vice-Chancellor of the University.
- 3.3 “University” means the Shaheed Benazir Bhutto Women University, Peshawar.
- 3.4 “Emergency Case” means and includes road traffic accidents, myocardial infarction, burns/scalds, blast, poisoning, head injury or any other medical or surgical emergency of equivalent nature as determined by the Authorized Medical Attendant.

- 3.5 “Family” means spouse/spouses, unmarried Children up to the age of 25 years or finding of job whichever is earlier, unemployed/unmarried daughters, mentally retarded dependent children (to be certified by a qualified medical officer) father or mother wholly dependent upon and residing with the employee (to be certified by the Head of Department and verified by the University Account Section Staff).
- 3.6 “Head of the Department” means Head of the University Teaching or Administrative Department/Section/Institute/Center/College/School.
- 3.7 “Government Hospital” mean a public sector hospital and includes Civil Dispensary (CD), Basic Health Unit (BHU), Rural Health Centre (RHC), Dental Hospital, Civil Hospital (CH), Tehsil Headquarters Hospital (THQH), District Headquarters Hospital (DHQH), Teaching Hospitals, Autonomous and Semi-Autonomous Teaching Hospital of the Government, and hospitals duly categorized by the Government from time to time.
- 3.7.1 Rehman Medical Institute Peshawar (RMI) or North West General Hospital are allowed for open heart surgery, Angiography, Angioplasty only for in- Service employees. However, reimbursement of such medical claims will be made as per Peshawar Institute of Cardiology rates.
- 3.7.2 Shaukat Khanum Memorial Cancer Hospital and Research Centre is allowed for treatment of Cancer only. However, reimbursement of such medical claims will be made as per IRNUM rates.
- 3.7.3 Combined Military Hospital or any Military or Forces Hospital.
- 3.7.4 The University is authorized to add or remove any such hospital from time to time as deemed necessary.
- 3.8 “Patient” means an employee, serving or retired from the University and his/her family (only spouse in case of retired employee) to whom these rules shall apply and is in the need of medical treatment.
- 3.9 “Laboratory” means a laboratory of the hospitals specified in clause 3.7 above in case of indoor patients, in case of outdoor patients, laboratory would mean University Diagnostic Laboratory, Laboratory of any Government Teaching Hospital, and Laboratory of any Government/ public sector hospital.
- 3.10 “Medical Attendance /treatment” means treatment in an authorized hospital and includes:
- 3.10.1 Accommodation Charges: the Scale of accommodation in hospitals for employees of the University as indoor patient would be as under:
- 3.10.2 BPS 16 and above -----Private Ward
- 3.10.3 BPS 01-15 ----- General Ward
- 3.10.4 In the cases under clauses 3.7.1 to 3.7.4, the room rent will be reimbursed as per actual to all employees.
- 3.10.5 In case of non-availability of above stated accommodation at 3.10.2 and 3.10.3, the next higher accommodation will be permissible.
- 3.10.6 Facilities of such laboratory examinations and blood transfusion as are considered necessary by the authorized medical attendant, specialists or hospital authorities.
- 3.10.7 Minor or Major surgery

- 3.10.8 Supply of such medicines, vaccines or sera or other therapeutic substance declared essential for the patient during the period of hospitalization.
- 3.10.9 Dental treatment excluding the cost of dentures, braces, filling with gold or other costly metals but including silver amalgam filling, partial scaling of carries and gum dressing, RCT(Root Canal Treatment).
- 3.10.10 Provision of artificial limb and joints and implants, organ transplant but excluding dental implants. Reimbursement will be made as per 5.3 of medical rules.

4. Dependency of Retired Parents on their University Serving Children

- 4.1. If any one or both the parents are retired from the University and are getting pension / family pension, the admissible claim shall be reimbursed within the amount fixed at clause 7.4 of these rules out of Employees Welfare and Insurance Fund and the balance amount of the admissible claim shall be reimbursed from the aforementioned fund.
- 4.2. In case the spouse is in service and is getting medical coverage, he/she shall not be considered as dependent.
- 4.3. Parent of serving married daughter(s) shall not be considered as dependent on their daughter(s).
- 4.4. If any one or both parents are retired from services other than University service, the balance amount of total admissible amount which is not reimbursable by the employer of such retired parents shall be reimbursed from the Employees Welfare and Insurance Fund.
- 4.5. If the parents have got no other earning son(s) /daughter(s) other than the son(s) / daughter(s) in regular service of the University, full reimbursement will be paid as per rules. 50% of the admissible claim will be reimbursed as per rules if the patient has got any other earning son(s) / daughter (s) other than the son(s) / daughter(s) in regular service of the University.

5. Hospitalization

- 5.1. The University employee or his/her legitimate dependent should first seek medical treatment through Sehat Sahulat Card Scheme. Only those cases shall be considered for reimbursement when a certificate is provided by the hospital that the treatment is either not available under Sehat Sahulat Card or the treatment is carried out on a day/ time when the facility of the Sehat Sahulat Card was not available. In such case the employee or his/ her dependent may stand entitled to medical treatment in a University approved hospital in addition to medical allowance. Such employee or his/ her dependent may as per procedure given below look for indoor treatment in any University approved hospital in the country.
- 5.2. Hospitalization shall be allowed in the first instant in the local public hospital. If the facilities are not available in the local hospital, treatment can be sought in

other hospital in the province. If the treatment is not available in the province, hospitalization can be availed in other provinces of the country with prior permission of the University.

- 5.3. A certificate to the effect of non-availability of the facilities shall be obtained from the local University approved hospital lacking such facility.
- 5.4. Employees or their legitimate dependents may however approach directly to the University approved hospital described at clause 3.7 of these rules.

6. Emergency Cases

- 6.1. In emergency case or when an employee is away from his / her place of duty leave or official travelling / business and panel hospitals are not available at or near that place, he/ she or a member of his / her family shall be eligible to get medical treatment from any hospital / clinic. In such condition, the employee shall be entitled to reimbursement of indoor medical treatment availed.
- 6.2. The approval of such cases shall be subject to the production of certificate from the concerned hospital duly countersigned by HoD of the concerned Department of that hospital to the effect that it was emergency case and immediate treatment / hospitalization was to save the life of the patient.

7. Reimbursement for Indoor Medical Treatment

- 7.1. The University approved hospital, if necessary, may refer the case to other specialist consulting physician, surgeon, gynecologist etc, as they deem fit, and also determine the eligibility for indoor treatment in their own hospital or any other specified hospital.
- 7.2. The approved hospital may also refer the cases for laboratory examination/tests as they deem fit.
- 7.3. Medical treatment chart from hospitals would not be required for the medical claims up to Rs. 10, 000/-. For medical claims exceeding Rs.10, 000/-the medical treatment chart, duly signed and stamped by the ward in charge and duly countersigned by the Resident Medical Officer shall be required.
- 7.4. Reimbursement of medical claims of retired employees and their dependent spouses will be allowed in University approved hospitals and up to Rs.1,50,000/- per person per annum in case of admitted patient only. Such reimbursement shall be made out of the Employees Welfare and Insurance Fund.
- 7.5. In case of open heart surgery, Angiography/ Angioplasty at the University approved hospital, the University may make payment directly to the stated hospitals or advance amount to patient where the patient is admitted, upon request by the patient and submission of estimate prepared by the concerned hospital.
- 7.6. Treatment carried out in the University approved Government / Public sector hospitals in the Institutional based practice (IBP) shall be admissible only for reimbursement of life threatening disease. In this regard, a certificate from the

- concerned hospital duly countersigned by the HoD of the concerned Department of that hospital to the effect that it was an emergency case and immediate treatment /hospitalization was required to save the life of the patient.
- 7.7. At time of discharge from hospital, the original prescription advised by the Medical Officer for home treatment shall also be allowed for reimbursement but for a maximum period of up to 15 days.
- 7.8. The University regular employees and their legitimate dependents shall be allowed for reimbursement of the following treatments done at the University approved hospital:
- i. Eye lenses with a maximum expenditure of Rs. 15,000/- for cataract surgery only.
 - ii. Stent in heart with a maximum of Rs. 3,50,000/- only.
 - iii. Other treatment with a maximum of Rs. 15,00,000/- only.
 - iv. The rates mentioned above may be revised by the Syndicate from time to time in comparison with the market rates and inflation.
- 7.9. Cases for reimbursement of dependent children, parents, spouses must be submitted along with a dependency certificate countersigned by the Head of Department with a clear mention that reimbursement for such treatment under reference has not been claimed from any other source.
- 7.10. Food charges shall not be reimbursed in any case.
- 7.11. Travelling Allowance shall be allowed to the Patient with one attendant if recommended by the Authorized Medical Attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he /she is sent for treatment.
- 7.12. The consultancy fee/Doctor visit fee in case of Indoor admitted case will be admissible.

8. Reimbursement in case of Chronic Disease where Indoor Treatment is not required

- 8.1. Employees and their family members shall be entitled to reimbursement of the amount spent on account of purchase of medicines for medical treatment of the following chronic disease at OPD of Government / public sector hospitals where indoor treatment is not required:
- i. Chronic pulmonary-cardiovascular and circulatory disorders.
 - ii. Tumors, malignancies, cancer and chronic blood disorders (Thalassemia etc.)
 - iii. Chronic hepato-renal disorders, organ failure, dialysis and transplant.
 - iv. Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
 - v. Chronic inflammatory-infectious disease (rheumatoid arthritis, hepatitis, TB, tetanus etc.)
 - vi. Chronic endocrine disorder (diabetes/goiter pancreatitis etc.)
 - vii. Chronic degenerative orders.
 - viii. Poisoning, dog and snake bite.

- ix. Drug abuse, STD (Sexually Transmitted diseases), HIV (Human Immunodeficiency Virus), AIDS (Acquired Immunodeficiency Syndrome), VHF (Viral Hemorrhagic Fevers)
 - x. Chronic Skin diseases, allergies, chronic connective tissue and auto immune disorders.
 - xi. Injuries including orthopedics, burns, gunshots, blast and head injuries.
 - xii. Day surgery (obstetric-gynae disorders, deliveries, cataract and eye/ENT day procedures)
 - xiii. Shock, cardiogenic shock, stroke, and electrolyte disorders.
 - xiv. Treatment for eye, ENT (Ear, Nose, Throat) and disabilities /handicaps
 - xv. Dental treatment (admissible ad per rules only)
- 8.2. In treatment of above referred diseases, the reimbursement of treatment at home shall be allowed on the recommendations of Authorized Medical Attendant.
- 8.3. In case of such continuous treatment, a fresh prescription in original, by the patient's specialist doctor after every 03 months shall be submitted for reimbursement of the treatment/medicines. Such prescription shall bear a clear view of the specialist doctor about the updated health status of the patient and it shall be supported by laboratory tests duly prescribed and attested by the doctor if required. A photocopy of the previous prescription which has already been passed by the Account Section shall also be attached.

9. Laboratory Tests

- 9.1. Employees and their families shall be entitled to laboratory tests done in University approved hospital laboratories in case of indoor / outdoor treatment OR reimbursement will be made as per Government Laboratory rates if tests done at other laboratory.
- 9.2. Full charges will be reimbursed for the diagnostic test done in follow up cases at Government Hospitals.
- 9.3. In case of treatment at University approved hospitals, the diagnostic tests followed by angioplasty/ surgery shall also be fully reimbursed.
- 9.4. The rates of Government Hospitals shall be applicable for reimbursement. In case the laboratory test/biopsy is not available in Government hospital, the same can be done from any hospital /laboratory in such cases, full reimbursement shall be made.

10. Standing Medical Claims Committee

There shall be a Standing Medical Claims Committee (SMCC) to examine the anomalous cases for medical claims looking beyond the jurisdiction of the University Medical Attendance Rules-2023, and to make recommendations to the Competent Authority regarding the same which shall consist of the following:

- i. Chairperson / Incharge, Department of Microbiology Convener

- | | |
|--|-------------------|
| ii. Medical Officer, Islamia College University Peshawar
Member | Ex-officio |
| iii. Treasurer | Member |
| iv. Deputy Registrar Establishment | Member/ Secretary |

11. Documents/ papers required to be attached with Medical Reimbursement Claim

The following documents /papers must be submitted along with the reimbursement form and duly forwarded by the HoD:

- i. Cash Memos
- ii. Prescription chits
- iii. Original discharge card
- iv. Photocopy of the complete Admission Treatment charts as mentioned at clause 7.3.
- v. Death certificate (where applicable)
- vi. CNIC of the patient of form B
- vii. CNIC of the employee
- viii. Pension certificate of the employee in case of retired employee
- ix. Dependency certificate
- x. Any other document as approved by the university from time to time.

Note: Documents from 1 to 5 must be attested by the RMO of the hospital, whereas documents 6 to 9 must be attested by the head of Department.

12. Misuse of Medical Facility

- a. Mis-use of medical facility under these rules by any means having an effect of obtaining financial advantage by mis-statement, mis-representation of fact, impersonation, altering the prescription or tempering with the vouchers and submitting fake claims shall be treated as misconduct and the employee found guilty shall be dealt under SBBWUP Employee Efficiency and Discipline Statutes.
- b. If any employee is found guilty of misusing clause 6 of these rules i.e. emergency, he / she shall have to pay 50% of the cost incurred on such treatment for the first instance and thereafter 100% cost recovery shall be made from concerned employee and his /her case shall be recommended for misconduct and forgery under relevant Statutes. The University may issue Standard Operating Procedures to control misuse of the medical facility allowed under these rules.