

**CHENNAI PORT TRUST EMPLOYEES' (MEDICAL ATTENDANCE IN THE
TRUST'S HOSPITAL AND REIMBURSEMENT OF HOSPITAL CHARGES)
REGULATIONS 1994**

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GOVERNMENT OF INDIA

**MINISTRY OF SURFACE TRANSPORT
PORTS WING**

New Delhi, the 1st February, 1994.

NOTIFICATION

G.S.R. 51(E). In exercise of the powers conferred by sub-section (i) of Section 124 read with sub-section (i) of Section 132 of the Major Port Trusts Act, 1963 (38 of 1963) the Central Government hereby approves the Chennai Port Trust Employees' (Medical Attendance in the Trust's Hospital and Reimbursement of Hospital Charges) Regulations, 1994 made by the Board of Trustees for the Port of Chennai and set out in the Schedule annexed to this Notification.

2. The said regulations shall come into force on the date of publication of this notification in the official Gazette.

ASHOKE JOSHI

Joint Secretary to the Government of India.
[F.No.PR-12016/13/93-PE.]

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In exercise of the powers conferred under Section 28 of the Major Port Trust Act, 1963 (38 of 1963), the Chennai Port Trust Board hereby makes the following Regulations, in replacement of the Chennai Port Trust Employees' (Medical Attendance in Board's Hospital) Scheme and Chennai Port Trust Employees' (Reimbursement of Hospital Charges) Scheme.

1. SHORT TITLE:

These regulations may be called the Chennai Port Trust Employees' (Medical Attendance in the Trust's Hospital and Reimbursement of Hospital Charges) Regulations, 1994.

2. ELIGIBILITY:

(1) These regulations shall apply to all the employees borne on the Schedule of Employees of the Board.

(2) In the case of Apprentices recruited under various Apprentice Scheme, they are eligible for free medical attendance in the Trust's Hospital as per the provisions of Sub-Regulations (4) and (5) of this Regulation.

(3) In the case of those on deputation to the Chennai Port Trust from State/Central Governments or any other Ports/Public Sector Undertakings, such incumbents are eligible for free medical attendance in the Trust's Hospital and reimbursement of hospital charges under these regulations.

(4) The Apprentices and deputationists referred to in Sub-Regulations (2) and (3) above are not eligible for any reimbursement of hospital charges for themselves under these regulations and their family members also are not entitled for free medical attendance in the Trust's Hospital and reimbursement of hospital charges under these regulations.

(5) In the case of employees of the Trust deputed to other establishments such as State/Central Governments/other Major Ports/Public Sector Undertakings, such incumbents are eligible for medical attendance in the Trust's Hospital subject to recovery of medical charges from the borrowing organizations at the rates fixed from time to time and also subject to the deputation terms and conditions.

(6) Medical attendance in the Trust's Hospital may be extended to any other individual or organization at the discretion of the Board subject to the provisions of these regulations.

NOTES:

(i) This includes extension of free medical treatment to the CISF personnel posted at the Chennai Port Trust and the workers of the Chennai Port Trust Industrial Employees' Co-Operative Canteen and their family members.

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(ii) The employees of the MDLB and their family members are provided medical treatment in the Trust's Hospital on payment of the prescribed charges.

(7) Medical attendance in the Trust's Hospital may be availed of by the employees referred to in sub-regulation (1) above for themselves and also in respect of the eligible members of their families, subject to the following conditions :-

- (i) The wife/husband of an employee must be wholly dependent on the employee and reside with the employee.
- (ii) Where the wife/husband is gainfully employed outside the Port Trust and not wholly dependent on the employee, she/he will be covered by the term 'family' only if she/he is not in receipt of free medical service in her/his employment. However, where husband/wife is gainfully employed outside the Port Trust and where such medical facilities are available, they would be entitled to choose either the facilities under the Chennai Port Trust or the facilities provided by the organisation in which he/she is employed. For this purpose, they should furnish to their respective authorities a joint declaration in the form specified as to who will prefer the claim for reimbursement of medical expenses incurred in respect of husband/wife and his/her eligible dependents. The above declaration should be submitted in duplicate and a copy of each shall be recorded in the personal file of each of their respective offices. This declaration shall remain in force till such time it is revised on the express request in writing by both the husband and wife. The above procedure will also be adopted in cases where both husband and wife are employed in Chennai Port Trust.

¹(iii) (a) Such parents who normally reside with the employees and whose recurring income does not exceed Rs.1500/- p.m. or such limit as may be prescribed by the Board from time to time will only be regarded as wholly dependent on the employees for the purpose of free medical attendance in the Trust's Hospital.

(b) In the case of such of those parents who normally reside with the employees and wholly dependent on them and whose recurring income exceeds the prescribed limit, they will be allowed medical treatment in the Trust's Hospital on payment of prescribed charges.]

- (iv) For the purpose of reckoning income of the dependent parents, the pension originally sanctioned alone should be taken into account for determining the entitlement of medical benefits under these regulations and not the pension after commutation.
- (v) Sons and unmarried daughters who are employed other-wise than on part-time basis will be regarded as gainfully employed irrespective of their income and age and will not be construed as 'wholly dependent' on the employee.
- (vi) In the case of parents who are retired employees of the Trust and whose sons/daughters are employed in the Trust, such retired employees can avail the medical facility under these regulations subject to the provisions under sub-clause (iii) above provided they have not opted for medical facility under the Chennai Port Trust Employees' (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations, 1989.

NOTES:

- (i) Every employee shall obtain from the head of his/her department, the Personal Medical Identity Card and Family Medical Identity Card issued by the Trust's Chief Medical Officer duly furnishing the particulars of family members of his/her family.
- (ii) Failure to produce the Personal Medical Identity Card/Family Medical Identity Card at the time of reporting for treatment will make the employee/members of his/her family concerned ineligible for treatment in the Trust's Hospital/Dispensaries under these regulations.

3. DEFINITIONS:

In these regulations unless the context otherwise requires:-

- (i) 'Act' means the Major Port Trusts Act, 1963.

¹ G.S.R 2 (E) dated 31.12.1999 (B.R.No: 156 dated 16.10.1997)

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(ii) 'Board' means the Board of Trustees of the Port of Chennai as constituted under the Major Port Trusts Act, 1963 as amended from time to time.

(iii) 'Chairman', 'Deputy Chairman' and Heads of Departments' shall have the meanings assigned to them respectively in the Major Port Trusts Act, 1963.

(iv) 'Chief Medical Officer' means the Chief Medical Officer of the Port Trust Board and Head of the Medical Department.

(v) 'Financial Adviser and Chief Accounts Officer' means the Financial Adviser and Chief Accounts Officer of the Port Trust Board and Head of the Department.

(vi) 'Medical Officer' means the Doctor in Employment in the Medical Department of the Chennai Port Trust Board including Medical Officer (Selection Grade), Resident Medical Officer, Chief Physician, Chief Surgeon, Deputy Chief Medical Officer and Chief Medical Officer.

(vii) 'Sanctioning Authority' means the authority empowered to sanction reimbursement of hospital charges as prescribed in the Appendix I to these regulations.

(viii) 'Approved Hospital' means the hospital listed in the Appendix II of these regulations and any other hospitals and Nursing Home as may be prescribed by the Board from time to time for inclusion in the Appendix.

(ix) 'Patient' means the employee of the Port Trust Board, his eligible family members and those covered under Regulation 2 taking treatment in the Trust's Hospital.

(x) 'Trust's Hospital' means the Chennai Port Trust Main Hospital and the Dispensaries attached to the Main Hospital functioning at different places.

(xi) 'Employee' means temporary or permanent employee of the Port Trust Board.

(xii) 'Family' means the wife, husband, parents and legitimate children including adopted children of an employee wholly dependent on the employee and will

include unemployed sons, unmarried and unemployed daughters.

(xiii) 'Treatment' means the use of all medical and surgical facilities available in the Trust's Hospital as well as in other hospitals as approved by the Board from time to time and includes –

(a) the employment of such pathological, bacteriological, radiological and other methods as are considered necessary by the Trust's Medical Officers

(b) the supply of such medicines, vaccines, ser or other therapeutic substances as may be prescribed by the Trust's Medical Officers ;

(c) such nursing as considered necessary by the Trust's Medical Officers.

(d) supply of artificial limbs, corrective artificial appliances and their replacements ;

(e) supply of spectacles ;

(f) blood transfusion and

(g) supply of denture and artificial eye and limb.

4. MEDICAL ATTENDANCE IN TRUST'S HOSPITAL:

Such of those employees and /or their family members who are who are ailing may report to the Medical Officer at the Trust's Hospital or any one of the dispensaries attached to the Trust's Hospital where their names have been registered for treatment free of cost. Patients will be allowed treatment either as inpatient or out patient as the Trust's Medical Officer may consider necessary according to the nature of the illness. The Trust's Medical Officer attending upon the patient may refer the patient to a specialist for his opinion or certification at the Trust's expenses with the prior approval of the Chief Medical Officer or if the patient is too ill to travel the Medical Officer may invite the specialist to attend upon the patient and the expenditure thereto will be borne by the Trust at the rates prescribed by the Board from time to time. The employees and their family members who avail medical facilities in the Trust's Hospital and the attached dispensaries should strictly adhere to the instructions as contained in the Appendix III.

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5. ACCOMMODATION AND DIET FOR IN-PATIENTS:

(a) The employee or their family members who have been admitted in the Trust's Hospital as in-patient will be provided free accommodation in the wards of the hospital as the Chief Medical Officer or the Medical Officer in-charge may decide in each case depending upon the nature of ailment/disease. Classes I and II Officers are eligible for admission in special wards subject to availability.

(b) Free diet will also be provided to the employees and their family members who are admitted as in-patients in the Trust's Hospital. The patients will not normally be permitted to get their own diet in the place of or in addition to hospital diet except when a self-diet pass is issued by the ward-in-charge Medical Officer. Only on the authority of a self-diet pass, food will be permitted into the Trust's Hospital. Self-diet pass issued may also be withdrawn at any time. Patients on self-diet will not be given any diet from the Trust's Hospital and no Hospital diet must be drawn for such cases.

6. REIMBURSEMENT OF HOSPITAL CHARGES:

Notwithstanding anything contained in the Regulations 4 and 5 of these Regulations, the employees and/or of their family members who in the opinion of the Trust's Chief Medical Officer require treatment in any of the hospitals approved by the Port Trust in this behalf vide Appendix II are eligible to take treatment in such approved hospitals. Hospital charges including diet and accommodation will be reimbursed in full in such cases where treatment is recommended by the Trust's Medical Officer.

7. ELIGIBILITY FOR ADMISSION IN APPROVED CLASSES OF WARDS:

The employees or their family members who are referred for treatment in any of the approved hospitals listed in Appendix II under these regulations are eligible to be admitted in the appropriate class of wards in that hospital based on the basic pay of such employees.

NOTES :

(i) In case both the husband and wife are employees of the Trust, the wife/husband will be eligible for reimbursement of hospital charges according to her/his status or according to the status of her husband/his wife whichever is more favorable to her/him and the children will be eligible according to the status of either of their parents preferring the claim for reimbursement of hospital charges, subject to a declaration to be furnished by the concerned employee that no claim is being made for reimbursement of the above medical expenses from any other source.

(ii) For treatment undergone in an approved hospital other than a Government hospital, reimbursement of hospital charges will be admissible at the actual rates charged by the hospital, if the Trust's Chief Medical Officer certifies that the class of accommodation and treatment availed of by the patient are appropriate to the status of the employee.

(iii) For treatment undergone other than in an eligible class of ward, reimbursement of hospital charges will be admissible at the actual rate charged or at the rate admissible for the eligible class of ward, whichever is lower.

8. CONDITIONS FOR REIMBURSEMENT:

(a) Reimbursement of Hospital Charges in respect of cases referred to by the Trust.

The hospital charges in respect of cases referred to by the Trust's Chief Medical Officer to any of the approved hospitals listed below (hospitals indicated at S.No.7 to 17 of Appendix II) or any other private hospitals with the sanction of Deputy Chairman/Chairman shall be paid by the Board direct to the concerned hospitals on receipt of necessary bill, duly certified by the Trust's Chief Medical Officer:-

- (i) Government Mental Hospital, Chennai.
- (ii) Government Kasturba Gandhi Hospital for Women and Children, Chennai
- (iii) Government Hospital for Women and Children Chennai.
- (iv) Government Stanley Hospital, Chennai.

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- (v) Government General Hospital , Chennai.
- (vi) Government Royapettah Hospital, Chennai.
- (vii) Government Kilpauk Medical College Hospital, Chennai.
- (viii) Government Ophthalmic Hospital Chennai.
- (ix) Government Raja Sir Ramaswamy Mudaliyar's Lying-in-Hospital, Chennai.
- (x) Arignar Anna Government Hospital of Indian Medicines, Chennai.
- (xi) Government Dental College Hospital, Chennai.
- (b) In cases where the employees and/or their family members undergo treatment in any of the approved hospitals listed in Appendix II other than those mentioned in Clause (a) above to which a reference was made by the Trust's Chief Medical Officer, the hospital charges in respect of all such cases shall be reimbursable to the employee concerned provided the entire amount due to the Hospital is paid by the employee concerned before a claim for reimbursement is submitted to the sanctioning authority. However, in case of death of an employee while under treatment in such an approved hospital, which is not covered under clause (a) above, the Chairman may at his discretion sanction an advance to meet the hospital charges based on the recommendations of the Chief Medical Officer and also subject to fulfillment of other conditions laid down under these regulations.

NOTE:

Artificial eye and denture are provided to the employees and their family members free of charge for which they will only be referred to the Government Ophthalmic Hospital and Government Dental College Hospital and no reimbursement is allowed for such cases if they avail these facilities from outside on their own.

9. PROCEDURE FOR SANCTIONING CLAIMS FOR REIMBURSEMENT OF HOSPITAL CHARGES:

(1) Claims for reimbursement of hospital charges covered under Regulation

8(b) above shall be submitted by the employee concerned in the prescribed form to the Head of the Department concerned within 90 days from the date of completion of treatment. In case the treatment is prolonged and continued, claims may be submitted in stages for a period of not less than 30 days.

(2) Delay in submission of the claim beyond the prescribed time limit may be condoned by the respective Head of the Department based on merits of each case.

(3) The following vouchers and certificates from the approved hospitals in which the employees or their family members have undergone treatment should be submitted by the employee concerned along with the claim in the prescribed form :-

(i) Hospital bill with full name of the patient and if a family member, name and full particulars of the employee concerned. The details of various charges bills should also be given.

(ii) Receipt for payment made, if the bill itself is not a receipt.

(iii) Admission and discharge certificates.

(4) On receipt of the claim from the employee, the Head of the Department concerned will scrutinize and certify the correctness of the claim and forward the claim direct to the Trust's Chief Medical Officer together with hospital bills, vouchers and other enclosures.

(5) The Chief Medical Officer will complete the relevant portion of the claim certifying that the patient was referred to by the Chief Medical Officer to the approved hospital and forward it to the Trust's Financial Adviser and Chief Accounts Officer. The Trust's Chief Medical Officer will also indicate in the claim form item wise charges recommended to be reimbursed, based on the Government Hospital Rates and furnish the total amount to be reimbursed.

(6) The Financial Adviser and Chief Accounts Officer will furnish necessary certificate as required in the claim form based on the Chief Medical Officer's recommendations and forward the claim form

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to the sanctioning authority for sanction together with vouchers/bills produced.

(7) On receipt of the sanction order from the sanctioning authority, the Financial Adviser and Chief Accounts Officer will arrange for reimbursement of the sanctioned amount to the respective employees.

10. TREATMENT OF EMERGENCY CASES:

Notwithstanding anything contained in these regulations, in cases of emergency –

(i) The Chief Medical Officer may refer cases, with the sanction of the Chairman to any hospital (within the City of Chennai or outside) whether such hospital has been included in the list of 'approved hospitals' (Appendix II) or not. In such cases the employee concerned is eligible for reimbursement of hospital charges under these regulations subject to the Chief Medical Officer certifying that the accommodation, diet, treatment and other medical facilities availed of by the employee or his family members were necessary.

(ii) Where due to emergency, an employee or member of his family has to be admitted in a hospital without a reference from the Chief Medical Officer, the Chairman at his discretion may sanction the reimbursement of the hospital charges if he is satisfied about the genuineness of the case. If the hospital where such treatment is undergone is not in the list of approved hospitals (Appendix II) prescribed under these regulations, the reimbursement will be limited to the expenditure that would have been incurred had the treatment been taken in an approved hospital.

11. FORMS AND PROCEDURES:

The forms and procedures etc. for the purpose of these regulations shall be as prescribed by the Chairman from time to time.

12 INTERPRETATION:

If any question arises as to the interpretation of these regulations, it shall be referred to the Board whose decision thereon shall be final.

13. POWER TO RELAX:

The power to relax any of the provisions of these regulations shall rest with the Board.

14 REPEAL AND SAVING:

On commencement of these regulations, the existing Chennai Port Trust Employees' Medical Attendance in Board's Hospital) Scheme and Chennai Port Trust Employees' (Reimbursement of Hospital Charges) Scheme which were in force prior to the commencement of these regulations are hereby repealed.

Provided that any order made or action taken or liberalisation availed of under the provisions of the said schemes so repealed shall be deemed to have been made or taken or availed of under the corresponding provisions of these regulations.

Amendments:

1. Approved by Govt. MOST's Notification No.2 (E) dated 31.12.1999.

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APPENDIX- I

SANCTIONING AUTHORITY FOR THE PURPOSE OF REIMBURSEMENT OF HOSPITAL CHARGES:

Sl No.	Purpose of Reimbursement	Sanctioning Authority
1.	Claims relating to reimbursement of Hospital Charges in respect of Heads of Departments.	Chairman
2.	Claims relating to reimbursement of Hospital Charges in Emergent cases in respect of all employees referred to in Regulation 10.	
3.	<u>Classes I to IV employees excluding Heads of Departments.</u> Cases referred to by the Chief Medical Officer and reimbursement of Hospital Charges not restricted to expenditure that would have been incurred had the treatment been taken in the Government Hospital (Regulation 7 (ii))	Deputy Chairman.
4.	<u>Classes I to IV employees excluding Heads of Department.</u> Cases referred to by the Chief Medical Officer and the reimbursement of Hospital Charges restricted to Government Hospital rates.	Head of Department.

APPENDIX II

APPROVED HOSPITALS

1. All Government Hospitals including those run by local Authorities but excluding Railway Hospitals.
2. Cancer Institute, Chennai.
3. Santhosham Memorial Tuberculosis Sanatorium, Tambaram.
4. Rajaji Tuberculosis Sanatorium, Tiruchirapalli.
5. Tuberculosis Hospital College Hospital, Vellore.

6. Christian Medical College Hospital, Vellore.
7. Government Mental Hospital, Chennai.
8. Government Kasturba Gandhi Hospital for Women and Children, Chennai.
9. Government Hospital for Women and Children , Chennai.
10. Government Stanley Hospital, Chennai.
11. Government General Hospital, Chennai
12. Government Royapettah Hospital, Chennai.
13. Government Kilpauk Medical College Hospital, Chennai.
14. Government Ophthalmic Hospital, Chennai.
15. Government Raja Sir Ramaswamy Mudaliar's Lying-in- Hospital, Chennai.
16. Arignar Anna Government Hospital of Indian Medicines.
17. Government Dental Hospital.
18. Sri Ramachandra Medical College and Research Institute.
19. Apollo Hospitals.
20. Child Trust Hospital.
21. Sankara Nethralaya.
22. Vijaya Hospital.
23. M.I.O.T. (Chennai Institute of Orthopedics and Traumatology).

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APPENDIX III

INSTRUCTIONS TO THE EMPLOYEES OF THE TRUST TO WHOM THE CHENNAI PORT TRUST EMPLOYEES' (MEDICAL ATTENDANCE IN THE TRUST'S HOSPITAL AND REIMBURSEMENT OF HOSPITAL CHARGES) REGULATIONS APPLY.

1. (a) The Medical Eligibility Cards issued to the employees should be in their possession during duty hours and when reporting to the Trust's Hospital for treatment. If this Card is not produced when demanded, treatment may be denied. They should also follow the instructions regarding production of 'Time Sheet'.

(b) Employees reporting to the Trust's Hospital for treatment should before leaving the Trust's Hospital, ascertain from the Medical Officer and make sure whether to go back for work or to go home, and also the date when they must report next. No misunderstanding of the instructions of the Trust's Hospital in this regard will be accepted on grounds of ignorance or otherwise.

(c) The employees who have been instructed to keep 'off' duty should, before leaving the Harbour premises, arrange to intimate the same to the departmental Head concerned.

(d) The employees whenever they are placed on the sick list or given an extension of 'OFF' duty by the Medical Officer should, on each occasion, ascertain the period for which they have been placed 'off' duty and also report to Trust's Hospital at the time and date as directed. They should report to the Medical Officer attending them at the Trust's Hospital on the last working day before their 'off' duty period terminates, if their condition requires a further extension of 'off' duty. In the case of those placed on the sick list and totally incapacitated from reporting to the Trust's Hospital, the employee should arrange to send written intimation to the Chief Medical Officer of such incapacity, furnishing his residential address. Those admitted as inpatients in outside hospital should intimate to the Chief Medical Officer in writing particulars of the Hospital, ward and bed number concerned.

(e) For reimbursement of outside Hospital charges and ambulance charges, a requisition or certificate is necessary from the Medical Officer.

(f) Employees to whom these regulations apply are bound by departmental office orders of the Hospital and the Trust's Medical Regulations. Accordingly, Hospital Regulations and Hospital manners must be strictly observed. They should not cause any disturbance in the Hospital premises and should maintain orderliness. They should not dirty the place and should spit only in the place provided for the purpose. They must strictly observe the rules and regulations of Hospital attendance. Instructions conveyed by the Hospital staff and put up in the Hospital Notice Boards for patients must be strictly followed. Disciplinary action will be taken for any breach committed in this regard.

2. MEDICAL CERTIFICATES ACCEPTABLE FOR PURPOSE OF THE TRUST.

Only Trust's Medical Certificate will be accepted as the prescribed Medical Certificate for purposes of the Trust, except where otherwise specifically provided for under paragraph 4 below.

3. TRUST'S MEDICAL ATTENDANCE AND TREATMENT:

This provides for examination and treatment in Trust's Hospital by the Medical Officer and on his recommendation, (a) Pathological, Bacteriological, Radiological or any other method of examination and (b) supply of such medicines, vaccines, sera, injections and other therapeutic substances as are stocked by the Trust's Hospital according to the rules of the Hospital as laid down by the Chief Medical Officer. It includes, in surgical cases, such operations as can be undertaken in the Trust's Hospital with the facilities provided. Out-patient and In-patient treatment are provided in the Trust's Hospital. The In-patient treatment is subject to the rules of the Hospital. This does not include domiciliary medical service. The Chief Medical Officer may, at his discretion, refer a patient to an outside specialist at Trust's expense. The medical facility under these Regulations will not be admissible when a patient on his/her own, consults or is under the medical care and

¹ G.S.R 2 (E) dated 31.12.1999 (B.R.No: 156 dated 16.10.1997)

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treatment of an outside medical officer, whether attached to a Hospital or not.

4. MEDICAL CERTIFICATE WHEN ABSENT FROM DUTY ON GROUNDS OF ILLNESS:

(a) An employee whose residential address, according to officer records, is in the City of Chennai, when absent from duty on grounds of illness, must be certified by the Medical Officer. Issue of Trust's Medical Certificate for sick absence (Admission or Extension Medical Certificate) shall be tantamount to application for leave on medical grounds but shall not be held to carry with it, permission to quit the station. The expression 'a probable' period of-----days, in these certificates indicates provisional period of sick absence which is subject to be cut short or extended as warranted by examination of the employee by the Medical Officer from time to time, for which purpose the employee should follow the instructions in paragraph 12 below. This will apply whether or not an employee is under Trust's treatment.

(b) An employee who falls sick when on leave outside the City of Chennai or who normally resides outside the City of Chennai, according to office records, when absent from duty on grounds of illness and is totally incapacitated from reporting in person to the Medical Officer must produce a Medical Certificate from a Registered Medical Practitioner, if the period of leave does not exceed 5 days, or from a Government Medical Certificate should define as clearly as possible, the nature and probable duration of the illness and particulars of the designation and identification of the candidate examined who should sign the certificate in the presence of the certifying doctor. IT is the responsibility of the employee concerned, to see that the certificate produced confirms to the instructions in this regard, and wherever necessary, apply in time to the leave sanctioning authority for a requisition for examination by the Government Medical Officer. The leave sanctioning authority may at its discretion accept such certificate for purpose of leave provided the instructions issued are fully complied with.

(c) The Medical Certificates given by the Practitioners of indigenous medicine

registered in 'A' Class will also be recognized by the Trust subject to the conditions for the grant of leave on medical grounds and for fitness to return to duty from leave on medical grounds.

5. TRUST'S MEDICAL CERTIFICATE TO RESUME DUTY:

(a) Appropriate Trust's Medical Certificate is necessary for an employee to resume duty after absence from duty on grounds of illness extending to a period exceeding 30 days, due to infectious disease and employment injury. This is necessary whether Trust's Medical Certificate or outside Medical Certificate is produced, or even when no Medical Certificate is produced.

(b) In respect of illness other than the above in the event of any employee desiring to join duty during the period he/she was advised to take rest a fitness certificate should be produced by such employee before resumption to duty. Further in the vent of any employee being advised to take rest for more than a month, in respect of any sickness, the fit certificate should be produced,

(c) However, no such fitness certificate is required in the event of an employee who has been recommended to take rest for a particular period by the Trust's Chief Medical Officer, resuming duty after the expiry of the period of rest.

6. EXAMINATION FOR CERTIFICATION BY THE MEDICAL OFFICER:

Except as provided for under paragraph 4 above where outside Medical Certificate for sick absence may be accepted at the discretion of the leave sanctioning authority in all other cases an employee who is unable to attend duty on grounds of illness, unless suffering from infectious disease must, at the earliest time possible and before the commencement of his duty, report to the Medical Officer at the Chennai Port Trust Hospital according to the Hospital time table of attendance, or, when totally incapacitated from reporting in person, send or cause to be sent on the forenoon of the same day intimation in writing to this effect to the Chief Medical Officer furnishing his full address. In the latter case a Medical Officer may be deputed to examine the employee in his residence for the

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purpose of issuing a Trust's Medical Certificate or report, subject to recovery from him of conveyance charges at the prescribed rate, patients suffering from infectious disease like small pox, chicken pox, Measles, should send intimation to the Chief Medical Officer, will apply whether or not an employee is under Trust's treatment.

7. MATERNITY LEAVE:

Maternity leave as admissible under the Trust's Leave rules may be granted to the female employees subject to production of a certificate from the Medical Officer and sending intimation of the date of confinement/abortion to the Chief Medical Officer.

All female employees of the Trust who are pregnant for a duration of six weeks should report to the Maternity Wing of the Trust's hospital for examination and registration of their names. Only such female employees will be considered for maternity leave on production of private medical certificate for abortion/MTP later.

8. LEAVE NOT ENTITLED TO AND LEAVE WITHOUT MEDICAL CERTIFICATE:

The production of a Medical Certificate does not by itself confer upon the employee concerned any right for leave when otherwise not admissible. Notwithstanding anything contained in these regulations the leave sanctioning authority may, in its discretion, altogether waive the requirement of a certificate in case of leave on grounds of illness for periods not exceeding 3 days at a time. Such leave shall not, however, be treated as leave on Medical Certificate and shall be debited against leave other than on Medical grounds.

9. DEATH CERTIFICATE :

Death Certificate signed by the Medical Officer or Outside Hospital authorities or Municipal authorities will be accepted. The Medical Officer will issue death certificate only when death is certified by him after personal examination. Death Certificate from outside Hospital or Municipal authorities must be accompanied by an appropriate declaration from the legal heir of the deceased.

10. SICK TRANSPORT (AMBULANCE TRANSPORT) AND CHARGES:

Normally, patients must make their own arrangement for conveyance to and from their residence to Trust's Hospital. Trust's employees will however be reimbursed charges paid for an ambulance used for their conveyance or the conveyance of members of their family subject to the following conditions:

- (a) If it is so advised by the Medical Officer to convey the patient only by ambulance transport.
- (b) If the ambulance is used to convey a patient to a place of treatment (M.P.T. Hospital) or to convey a patient from one Hospital to another as directed by the Chief Medical Officer for purposes of certain Medical examination, etc.
- (c) If the ambulance used belonged to Government or local Fund or a Social Service Organisation such as Red Cross Society, etc., and
- (d) If the ambulance is used within the Chennai City Limits.

11. MEDICAL ATTENDANCE IN THE TRUST'S HOSPITAL:

- (a) Patients reporting to the Trust's Hospital for treatment must produce their Medical Identity Card. Eligibility for treatment will not be recognised unless Medical Identity Card is produced.
- (b) The working hours of the Trust's Hospital will be fixed by the Chief Medical Officer. Patients will be attended to only according to the Hospital time-table for medical attendance. Instructions regarding these will be kept exhibited in the Hospital Notice Boards. Employment injury cases and emergency cases will be attended to at all times. Whether it is an emergency case or not will be entirely at the discretion of the Medical Officer.
- (c) Patients cannot choose their own Medical Officer. They will be attended to only by the appropriate Medical Officers as laid down by the Chief

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Medical Officer and specialists will be available for limited consultation of patients by previous appointment and the Hospital procedure for this purpose must be strictly observed. Cases will be referred to the Chief Medical Officer/Specialists consultation is necessary. Subject to the above, no employee can insist on attention by the Chief Medical Officer or the Specialists.

- (d) An employee reporting for treatment after marking his attendance must produce a time-sheet from an Authorised person of his department which must be issued only to an employee who is eligible for Trust's Medical Service. The time of reporting and leaving the Trust's Hospital must be got entered in the time-sheet according to the Hospital instructions and it must be produced to the supervisory personnel soon as return to the work spot except when a Trust's Medical Certificate for sick absence from duty is issued.
- (e) It is entirely the responsibility of an employee patient to get the time sheet marked and to make sure from his Medical Officer whether he is issued with Trust's Medical Certificate for sick absence from duty. If he is given sick absence he should immediately communicate this to his department in the best manner possible.
- (f) Patients must report in person for repeat medicine except when advised not to do so or permitted to be represented by someone else by the Medical Officer/ Bottles and containers properly cleaned must be brought by the patient for medicine.
- (g) Hospital rules and hospital manners must be strictly observed. Instructions conveyed by the Hospital staff and exhibited in the Hospital Notice Boards must be strictly followed. Disciplinary action will be taken for any breach committed in this regard. The concerned employee will carry personal responsibility in this respect

for acts committed by his family or attendance.

12. REGULAR ATTENDANCE AT TRUST'S HOSPITAL AFTER ISSUE OF TRUST'S ADMISSION MEDICAL CERTIFICATE:

An employee issued with Trust's Admission Medical Certificate must, for purpose of assessing the progress of the case to review the 'Probable Period' of sickness recommended, report to the Medical Officer as instructed by him from time to time and, if totally incapacitated from doing so at any stage, must send written intimation to this effect, together with his full address, to the Chief Medical Officer. In the later case, the employee may be examined in his residence by the Medical Officer for the purpose of reviewing the case with reference to the 'Probable Period' of sick absence recommended. This will apply even when an employee is not under Trust's Medical treatment.

13. INFORMATION REGARDING ADMISSION TO OUTSIDE HOSPITAL IN THE CITY OF CHENNAI:

An employee who gets himself admitted to an outside hospital in the City of Chennai as an in-patient, on the recommendation of the Medical Officer or on his own as an emergency case, must send intimation to the Chief Medical Officer within 2 days of such admission, furnishing particulars regarding the name of the Hospital and Ward and bed number and should report to the Medical Officer immediately on discharge from the Hospital notwithstanding any leave recommended by the Hospital. If advised to continue treatment as an out-patient, the employee concerned would report in person to the Medical Officer at OP dispensary without any delay and follow his instructions regarding further attendance.

14. PROCEDURE TO QUIT THE STATION ON NON-MEDICAL GROUNDS AFTER ISSUE OF TRUST'S ADMISSION MEDICAL CERTIFICATE:

When an employee issued with Trust's Admission Medical Certificate wants to leave the station on non-medical grounds for urgent reasons, he must apply to the head of his department, for permission giving the reason.

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The employing department may at his discretion, grant permission on the merits of each case. The permission so granted must be for a short period falling within the date of expiry of period of 'off' duty mentioned in the Trust's Medical Certificate last issued, and the employee is required to report to the Medical Officer on expiry of the period for which permission is granted. The responsibility of consulting the Medical Officer regarding the capacity of the employee-patient to travel lies with the employee.

follow the Trust's Medical Attendance Regulations and/or the Instructions of the Medical Officer, the Medical Officer may issue a note or endorse on the Trust's Medical Certificate of the employee to the effect : 'Does not comply fully with the instructions of the Medical Officer/the Trust's Medical Attendance Regulations' and the department will take appropriate action regarding sanction of leave for or retention in service of such an employee. Memo of intimation will be sent to such an employee by the Department.

15. FURNISHING INFORMATION
REGARDING EYE COMPLAINT OR EYE
OPERATION:

An employee who develops eye trouble or undergoes eye operation when not under Trust's Medical care should immediately report the same in writing to the head of his department through his immediate superior, who will send the report to the Trust's Hospital together with the employee concerned and such an employee should not be taken back for work without issue of necessary report by the Trust's Hospital.

16. SPECIAL DISEASES:

(a) Venereal Disease and Scabies:

An employee suffering from venereal diseases or scabies will not forfeit pay otherwise admissible as long as he reports the disease to the Medical Officer within 3 days of its appearance and provided he has carried out the treatment recommended thoroughly. In the case of failure to comply with either of these provisions, the certificate will state that the complaint was brought on by his carelessness and/or was prolonged by his carelessness and this may entail in leave on loss of pay or other suitable action being taken against the employee concerned.

(b) Tuberculosis and Leprosy :

Long leave on Medical grounds for an employee suffering from Tuberculosis or Leprosy (which are chronic ailments requiring prolonged treatment) will be considered only as an alternative to discharge from service for prolonged incapacity for work, provided the sick employee follows the Trust's Medical Attendance Regulations. Where an employee suffering from Tuberculosis or Leprosy fails to