



# RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

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website: www.risl.rajasthan.gov.in  
CIN : U72200RJ2010SGC033185

247

Ref. No: F1.3 (14)/RISL/Rules/2014/3374

Date: 03.08-2016

## Office Order

The "RajCOMP Info Services Limited (Medical Attendance) Rules, 2016" and the "Scheme for Obtaining Medicalaim Policy" are hereby notified to be followed in pursuance to the approval accorded by Finance Department, GoR vide its ID No. 131600035 dated 06/04/2016 and by the Board of Directors of the Company in its 23<sup>rd</sup> Meeting held on 27/06/2016 vide item no. 23.04.

These shall be applicable with immediate effect.

(Aakash Tomar)  
General Manager (Admin)

Copy to:

1. P.A. to Chairman and Managing Director, RISL
2. P.A. to Director (Technical), RISL
3. P.A. to Director (Finance), RISL
4. P.A. to General Manager (Administration), RISL
5. Manager (Finance), RISL
6. Accounts Wing, RISL
7. Website cell, RISL (with a request to upload these documents on the website of RISL)
8. P&A Wing, RISL
9. Guard File

29.07.2016

General Manager (Administration)

# RajCOMP Info Services Limited (Medical Attendance) Rules

- 1. AMENDMENTS
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2016

*Approved copy*  
*[Signature]*

RajCOMP Info Services Limited, Yojana Bhawan, Tilak Marg, Jaipur



## RULES

### 1. SHORT TITLE & COMMENCEMENT

These Rules may be called the RajCOMP Info Services Limited (Medical Attendance) Rules, 2016. These Rules shall come into force with effect from the date of issuance of orders by the competent authority.

### 2. APPLICABILITY

- 1) These rules shall be applicable to all employees appointed/absorbed from erstwhile RajCOMP society, in the Company with effect from 1<sup>st</sup> April, 2011.
- 2) Employees who are on deputation with RajCOMP Info Services Limited from Government of Rajasthan, or from Government of India, or from other State Government or from Public Sector Undertaking/ Autonomous Body/ Institution/ Statutory Board or Company or Society or Corporation/ University/ Local Body or any other foreign Body, etc wholly or substantially controlled by the Government, shall be governed under the terms and conditions of deputation.
- 3) These rules shall not be applicable to:
  - (i) Employees appointed on or after 1<sup>st</sup> January, 2004 in erstwhile RajCOMP society and appointed/absorbed in the Company;
  - (ii) Employees appointed on or after 1<sup>st</sup> April, 2011 as Oprobationer trainee in the Company;
  - (iii) Employees appointed on contract basis;
  - (iv) Employees appointed on work charged, casual and part-time basis, except where these rules are specifically made applicable to them.

### 3. AMENDMENTS

The Board of Directors reserves to themselves the right to relax, amend, alter, interpret, vary, modify, rescind or add to these rules or any supplementary rules in connection with these rules without previous notice of intention to do so and the right to give effect thereto from any date which it may deem fit; provided that if a rule or order, which affect any

employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Board of Directors shall be binding on the employee(s).

#### 4. REMOVAL OF DOUBTS

If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Board of Directors of the RajCOMP Info Services Limited whose decision thereon shall be final.

#### 5. REPEAL AND SAVING

All existing rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed.

Provided that:

Any action taken in pursuance of such existing rules and orders shall be deemed to have been taken under the provisions of these rules.

#### 6. DEFINITIONS

In these rules, unless the context otherwise provide:

1) Board:

means the Board of Directors of the RajCOMP Info Services Limited, Jaipur.

2) Company:

means the RajCOMP Info Services Limited, Jaipur.

3) Competent Authority:

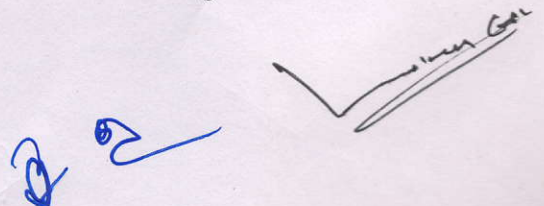
in relation to exercise of any power means the Board of Directors of RajCOMP Info Services Limited, Jaipur or any other authority to which the power is delegated by the Board of Directors under these rules.

4) Employee:

means a person appointed to a post in the RajCOMP Info Services Limited, Jaipur.

5) Managing Director:

means the Managing Director of the Company appointed in accordance with Articles of Association of the RajCOMP Info Services Limited, Jaipur.



Note:

1. Words and phrases not defined above will have the same meaning as given to them in Rajasthan Civil Services (Medical Attendance) Rules, 2013 as may be amended from time to time. In case of doubt, these will have the same meaning as given to them from time to time by the Managing Director of the RajCOMP Info Services Limited.
2. Words imparting singular number also include the plural number and vice-versa.
3. Words imparting the masculine gender also include feminine gender.

## 7. MEDICAL ATTENDANCE AND TREATMENT

- 1) Provisions of Rajasthan Civil Services (Medical Attendance) Rules, 2013 shall be applicable mutatis mutandis.
- 2) An employee is entitled for reimbursement of travelling allowance as on tour, excluding daily allowance admissible under Travelling Allowance Rules of RISL, for any journey made for the purpose of medical attendance and treatment to the extent provided in Rajasthan Civil Services (Medical Attendance) Rules, 2013.
- 3) Entitlement of accommodation in Hospital
  - a) Expenses incurred on accommodation by an employee for treatment in a Government/Approved/Referral/Public Private Partnership Hospitals shall be reimbursable as under as per the class of entitlement mentioned below:

Sr. No.	Class of Accommodation	Maximum Reimbursable Amount
1.	Cottage Ward (AC)	Rs. 700/-
2.	Super Deluxe Ward	Rs. 600/-
3.	Cottage Ward	Rs. 350/-
4.	Rental Ward of lowest category	Rs. 120/-

- b) Expenses incurred on accommodation by an employee in private unrecognized hospital within the State or outside the State in case of grave emergency for life threatening diseases or in case of accident shall be reimbursable as

per rates and conditions mentioned in Rajasthan Civil Services (Medical Attendance) Rules, 2013.

- c) An employee or his/her family shall be entitled for accommodation in a Government/Approved/Referral/Public -Private Partnership Hospitals subject to availability, of a class as given below:

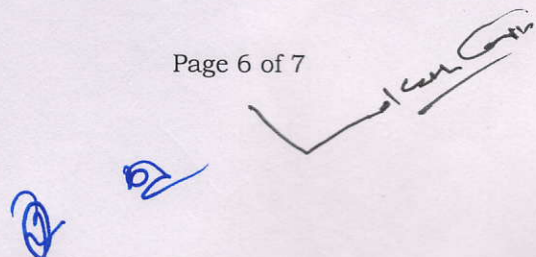
Sr. No.	Pay Slab	Class of Accommodation
1.	Rs. 25000/- or above	Cottage Ward (AC)/ Super Deluxe Ward
2.	Rs. 14000/- or above but below Rs. 25000/-.	Cottage Ward
3.	Below Rs. 14000/- but above Rs. 6600/-.	Rental Ward of lowest category

#### 8. PROCEDURE FOR CLAIMING REIMBURSEMENT OF MEDICAL EXPENSES

- 1) An employee shall present reimbursement claim to Finance & Accounts Section in the form prescribed and as per procedure stated in Rajasthan Civil Services (Medical Attendance) Rules, 2013.
- 2) If the total expenditure on drugs and medicines is more than Rs. 2 Lacs, or on medical investigation more than Rs. 1 lac or total expenditure on medical attendance and treatment is more than Rs. 5 Lacs then the General Manager (Administration) will refer the case to the Principal of concerned Medical College to constitute a Medical Board to ascertain the genuineness of the claim. The reimbursement in such cases shall be governed as per opinion of the Medical Board.

#### 9. GRANT OF ADVANCE FOR MEDICAL ATTENDANCE AND TREATMENT

- 1) Medical advance up to 75% of the estimated amount of reimbursable expenditure may be given to the hospital concerned for indoor treatment taken by an employee or his/her family member(s) on the following conditions:



- a) General Manager (Administration) : Up to Rs. 50,000/-
  - b) Managing Director: Rs. 2,00,000/-
  - c) Board of Directors : Full Powers
- 2) The entire amount of advance shall be remitted through Demand Draft in favor of the hospital by the Accounts Section on behalf of the employee.
  - 4) Other conditions shall be applicable as per Rajasthan Civil Services (Medical Attendance) Rules, 2013.

#### 10. TIME BARRED CLAIMS

1. Any claim of Medical Charges, against the Company shall be preferred within two years of their becoming due. In case they are not preferred within two years of their becoming due, the claims shall be treated as time-barred and shall not be presented without the sanction of the Managing Director.
2. The time limit prescribed shall be reckoned from the date of completion of treatment.
3. In case treatment was completed during deputation posting of the Government servant or an employee on deputation to any other organization, then claim shall be preferred to borrowing authority.

#### 11. POWERS OF MANAGING DIRECTOR

The Managing Director of the company shall be authorized under these rules:

- (i) to approve acceptance of time barred medical claims of the employees if there are sufficient reasons to show as to why the claim was not preferred in time.
- (ii) to grant medical advance to an employee up to 75% of the estimated amount of reimbursable expenditure under these rules; but not exceeding Rs. Two Lacs. Cases of grant of medical advance beyond two lacs will be submitted before Board of Directors for its consideration.
- (iii) to refer any reimbursement claim of medical expenses for third party confirmation or confirmation by a team of doctors. Reimbursement in such cases shall be limited to the amount recommended by that body.

