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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

FEDERAL JUDICIAL ACADEMY

NOTIFICATION

Islamabad, the 17th May, 2007

S.R.O. 31 (KE)/2007 :

In exercise of the powers conferred by Section 15 of the Federal Judicial Academy Act, 1997 (XXVIII of 1997), the Board of Governors of the Federal Judicial Academy, with the approval of the Federal Government (Health Division)'s O.M. No. F. 20-1/2007-MF, dated 27th April, 2007, is pleased to make the following rules, namely :—

1. **Short title and commencement.**—(1) These Rules may be called the Federal Judicial Academy (Medical Facilities) Rules, 2007.

(2) They shall come into force at once.

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context,—

(a) "authorized officer" means an officer or officers of the Academy authorized to administer these rules ;

(b) "employee" means employee of the Academy appointed by the competent authority other than contract employee and part-time employee ;

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(c) "family" means employee's wife or husband, as the case may be dependent parent, children, step children and brother or sister residing with him and wholly dependent upon the employee ;

(d) "hospital" means a hospital maintained by the Federal or a Provincial Government and includes any other hospital maintained by a local authority or private body, dispensaries maintained by the registered medical practioners and such laboratories and maternity and nursing homes maintained by the specialists as are approved and notified by the Academy from time to time ;

(e) "patient" means employee of the Academy or his family who has fallen ill ;

(f) "post-natal period" means the period extending up to six weeks after the date of delivery ;

(g) "pre-natal period" means the period extending up to six weeks before the date of delivery ;

(h) "registered medical practitioner" means qualified medical practitioner, who is registered and authorized under the law to do medical practice and has a well established dispensary or clinic ; and

(i) "specialist" means a doctor having recognized degree in the field of pathologists, becteriologists, medicine or surgery or any other specialized fields and have been appointed on the panel of the Academy. Specialists on the rolls of Government hospitals are automatically to be considered on the panel of the Academy.

(2) All other words and expressions used but not defined in these rules shall have the same meaning as given in the Act.

3. **Interpretation of dependent.**—For the purpose of these rules,—

(a) wife of an employee shall be deemed to be wholly dependent upon him unless separated ;

(b) son of the employee shall be deemed to be wholly dependent upon him until he completes the age of twenty-five years and shall thereafter be deemed to be so dependent only if the employee certifies that he is wholly dependent upon him ;

(c) daughter of an employee shall be deemed to be wholly dependent upon him until she is married and, thereafter, shall be deemed to have ceased to be so dependent unless he certifies that she is wholly dependent upon him ;

(d) brother and sister of an employee shall be deemed to be wholly dependent upon him until they are married and, thereafter, shall be deemed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him ;

(e) mentally retarded children of an employee declared as such by the medical authority shall be deemed to be wholly dependent upon him notwithstanding the age stipulated in clauses (b) and (c) ; and

(f) parents of an employee shall be deemed to be wholly dependent upon him, if they have no independent source of income.

4. **Entitlement.**—These rules shall apply to all employees of the Academy, when on duty, or all kind of leave, or under suspension in Pakistan. These rules shall also apply to those employees of the Academy, who have been granted pension by the competent authority of the Academy. A dependent of an employee who proceeds abroad on official duty or training, shall continue to avail the same medical facilities as would be admissible to him.

5. **Medical facilities.**—Provision of medical facilities include,—

(a) treatment in an authorized hospital, dispensary, clinic, and laboratory or at the residence of the employee ;

(b) the employment of such pathological, bacteriological, radiological or other methods, including transfusion of blood, as are considered necessary by the registered medical practitioner, specialists and hospitals, etc ;

(c) supply of such medicine, vaccines sera or other therapeutic substances as are prescribed by registered medical practitioner, specialists, hospitals etc. declared essential for the recovery and the prevention of serious deterioration in the condition of the patient ;

(d) supply of tonics and vitamins considered necessary by the registered medical practitioner, specialists, clinics, hospitals, etc., for the restoration and proper maintenance of the health of the patient for curing or prevention of a disease ;

(e) circumcision of male children and their sterilization ; and

(f) accommodation in hospital and nursing homes according to the rank and status of the employee prescribed as follows :—

(i) Grade BPS-16 (Gazetted) and above	Private or Officer Ward
(ii) Grade BPS-1 to 15	General Ward

6. **Maternity facilities.**—Maternity facilities include pre-natal and post-natal care and accommodation at a hospital in accordance with the prescribed rank and status.

7. **Dental treatment.**—Dental treatment shall be provided to an employee and his family which includes treatment of alveolar (gum and jaw bones) disease,

extraction of teeth, treatment for dental caries, gingivitis, pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment, scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures.

8. **Diet and food charges.**—(1) Supply of diet and food to the 'patient during treatment at the hospitals, maternity, nursing homes or clinics etc., shall be recovered from the pay of the employee and the rate of recovery shall be,—

(a) actual amount of diet charges where it is shown in bill ; or

(b) fifteen per cent of room rent where food is supplied but not shown in the bill.

(2) No recovery shall be effected from the employees of BPS 1—3.

9. **Annual medical checkup.**—The Academy may arrange annual medical check up of all employees in BPS-17 and above.

10. **Eye treatment.**—Expenditure incurred by an employee in consultation with occulist and the cost of medicines prescribed by the occultist shall be reimbursable to him by the Academy. This does not, however, include expenditure on :—

(a) testing of eyesight for provision of glasses ; and

(b) provision of glasses.

11. **Medical Allowance.**—(1) An employee and his family shall be entitled to get outdoor treatment from a registered medical practitioner for which he shall be paid medical allowance per month at the following rates, namely :—

(a)	BPS 16 and above	Rs. 1,000/-
(b)	BPS 10 to 15	Rs. 700/-
(c)	BPS 1 to 9	Rs. 500/-

(2) The above allowance will cover consultation fee of registered medical practitioner, medicines purchased as outdoor patient.

(3) These rates may be revised, from time to time, with the permission of the Chairman, Board of Governors. The procedure regarding reimbursement enforced by the Federal Government shall be followed.

12. **Panel of doctors.**—The Academy shall constitute a panel of specialists, surgeons, physicians, gynaecologists, ophthalmologists, pediatricians, radiologists, cancer specialists etc., and hospitals, clinics, laboratories, maternity homes, etc., for rendering and providing medical attendance and indoor treatment.

13. **Referring to specialist.**—When it is considered necessary that a case requires the attention of a specialist, the authorized officer in the Academy may refer the case of the specialist subject to the production of a certificate from the

registered medical practitioner, testifying about the nature and severity of illness. An employee or a member of his family before taking admission in the hospital or maternity home etc., shall also be required to obtain an authority letter but such authority letter should invariably be obtained on the next working day and if he fails to do so, the expenditure incurred on the treatment rendered to him or to the members of his family shall not be borne by the Academy. In cases of emergency, letter from the authorized officer may be obtained as soon as possible after consulting the specialist for getting admission in the hospital.

14. **Non-reimbursable items.**—Reimbursement of the following items is not admissible, namely :—

(i) surgical-cotton ;

(ii) plaster and soap for skin diseases ;

(iii) cost of unani auruvedic and homeopathic medicines ;

(iv) vicks (other than vicks cough syrup and Vicks ointment) ;

(v) Dettol, Dettol soap/Dettol cream ;

(vi) Glaxose-D or complan ;

(vii) sanitary towels ;

(viii) soap ;

(ix) shampoo ;

(x) cervical collar belt ;

(xi) orthopedic shoes ;

(xii) catches ;

(xiii) cotton wool ;

(xiv) surgical gloves ;

(xv) injection pack ; and

(xvi) theater gloves used by the doctors and patients ;

15. **Reimbursement of medical charges.**—Procedure for reimbursement of medical bills shall be dealt with on prescribed application for reimbursement of medical charges in respect of serving/retired servants and his/her dependents as prescribed by the Health Division.

16. **General.**—Where these rules do not contain provision related to any matter affecting medical attendance and treatment, the provisions of the Federal Services Medical Attendance, Rules, 1990, shall *mutatis mutandis* apply.

[No. F. 3(27)/2006-FJA]

MOAZZAM HAYAT,
Director-General.

ANNEXURE

SUBJECT : **GUIDELINES FOR SUBMISSION AND SECURITY OF THE MEDICAL CLAIMS :**

1. Only the attached prescribed application from be used.

2. Proper prescriptions bearing O.P.D. No., name, age, sex and disease of the patient and admission/discharge slip (in case of indoor treatment) be attached in support of the claim.

3. Names and quantity of the medicines purchased by the claimant be enclosed with the application for reimbursement.

4. Application must be countersigned by any one of the following officers :

For Federal Government Servant treated at :	***Officers authorized to countersign the application form :***
(a) **Islamabad.**	(i) Medical Superintendent, Federal Govt. Services Hospital, Islamabad.
	(ii) Director, Clinical Services, FGSH, Islamabad.
	(iii) Executive Director/Joint Executive Director/Deputy Executive Director, Pakistan Institute of Medical Sciences, Islamabad.
	(iv) Joint Executive Director, Children Hospital (PIMS), Islamabad.
	(v) Head of the department of concerned specialty.
(b) **Rawalpindi.**	(i) Civil Surgeon (Federal Govt.).
	(ii) Medical Superintendent, T.B. Centre, Rawalpindi.
(c) **Peshawar/Quetta.**	(i) Civil Surgeon (Federal Govt.).
(d) **Karachi.**	(i) Civil Surgeon (Federal Govt.).
	(ii) Executive Director, Jinnah Postgraduate Medical Centre, Karachi.
	(iii) Executive Director, National Institute of Cardiovascular Diseases, Karachi.

		(iv) Director National Institute of Child Health, Karachi.
		(v) Head of the department of concerned specialty.
(e)	**Lahore.**	(i) Civil Surgeon (Federal Govt.).
		(ii) Chairman/Administrator/Head of concerned specialty, Shaikh Zayed Hospital, Lahore.
(f)	**Other places where there is no Federal Govt. Dispensary.**	(i) Medical Superintendent/Officer Incharge or Head of the Provincial Govt. Hospital/ Hospital/Dispensary concerned.

5. In case the patient is referred to some other hospital by his authorized Medical Attendant, a copy of such referral letter/move sanction, as the case may be, be attached with the claim.

6. Cost of treatment taken from the un-authorized hospital/private clinic of the doctor (even if he/she is serving in any Government hospital) is not admissible.

7. Only the receipts written on the proper hospital printed form/prescription slip duly stamped is to be accepted.

8. Cash memos must be on proper hospital printed form/prescription slip duly stamped is to be accepted.

9. Cost of Unani, Ayurvedic and Homeopathic medicines will not be reimbursed.

10. Transportation charges of the patient are not to be reimbursed.

11. Cost of laboratory tests taken from authorized/unauthorized hospital/laboratory are admissible on the basis of reference by the Authorized Medical Attendant only.

12. The cost of vaccine(s), blood and blood products is admissible.

13. the cost of following items is not reimbursable :

(i) Cost of organs and tissues in cases of transplants.
(ii) soaps and detergents.
(iii) food supplements.
(iv) Toilet and cosmetic goods.
(v) Thermometer.
(vi) Expenses incurred on medical treatment abroad.

14. The cost of following items is reimbursable :

(i) Antiseptic liquids as prescribed.

(ii) Disposable as prescribed.

15. "Dental treatment" includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis, pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment, scaling, but does not include dental implants, orthodontic appliances, bridging, crowing and provision of dentures.

16. In addition to above, if any patient has to get medical treatment from any unauthorized/private hospital/military hospital/clinic, in emergency, he is required to produce emergency certificate from the treating doctor showing nature of disease and treatment given duly countersigned by the nearest Authorized Medical Attendant (AMA) as specified in Para 4 of the guidelines. This suppercedes the Ministry of Health's Circular No. F. 1/2005-MR-I, dated 17th November, 2005.

DR. ATHAR SAEED DIL,
Chief (Health).

APPLICATION FOR RE-IMBURSEMENT OF MEDICAL CHARGES IN RESPECT OF SERVING/RETIRED SERVANTS AND HIS/HER DEPENDENTS

PART-A

1. Name, designation, BPS, of the serving/retired Federal Government servant, (Alive/Deceased)_____
2. Name of the patient & relationship with claimant as dependant, as specified in Rule 2(d) of the Federal Services Medical Attendance Rules, 1990
_____
3. Diagnosis of the Patient_____
_____
4. Ministry/Division/Department/Office of the serving/retired Govt. servant at S. No. 1_____
5. Vendor No. and PPO No. for retired_____
6. List of Medicines with quantity/hospital bill/Laboratory and other diagnostic charges etc. for which reimbursement is claimed through this bill (format attached).

PART-B

Certified by Government servant (or member of his family in case of deceased Government Servant) certified that :—

(i) The member(s) of my family for whose treatment reimbursement has been claimed is wholly dependent upon me.

(ii) the claim was not drawn before.

(iii) I shall have no objection to the recovery of any amount overpaid, if any, from my pay/pension or otherwise.

Signature_____
FULL NAME OF THE GOVERNMENT SERVANT
or (claimant family member in case of deceased)
_____
(IN BLOCK LETTERS)

Dated :_____

CERTIFICATES BY THE AUTHORIZED MEDICAL ATTENDANT

Certified that the medicines/drugs/hospitalization/clinical tests/examinations listed below were essential for the recovery and restoration of the patient, Mr./ Mrs. Miss_____

2. It is further certified that niether the medicines/drugs etc. nor their effective substitutes could be supplied from the hospital/dispensary.

Signature_____
Designation_____
Official Stamp_____

Dated :_____

COUNTER SIGNATURE

Department Controlling Authority
Signature_____
Designation_____
Official Stamp_____

Hospital Authority
Signature_____
Designation_____
Official Stamp_____

S. No.	Name & Date of Bill/Cash Memo	Name of the Chemist Shop/Hospital/Clinic Dispensary	Name of Drugs/Medicines with Quantity/Details of Tests etc.	Amount Rs.

Signature_____

_____

Full Name of the Government Servant.

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