

THE MADHYA PRADESH CIVIL SERVICES (MEDICAL ATTENDANCE) RULES, 1958

(Published in M.P. Rajpatra Part-IV (Ga), dated 8 June, 1973. No. 24-A-1000-XVII-Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling it in this behalf, the Governor of Madhya Pradesh hereby makes the following rules for regulating the medical attendance and treatment of Government Servants, namely:—

Rule 1. (1) These rules may be called the **Madhya Pradesh Civil Services (Medical Attendance) Rules, 1958.**

(2) They shall apply to—

- (a) Government servants under the rule-making control of the State Government while they are on duty or on deputation or leave or under suspension within Madhya Pradesh;
- (b) Government servants employed on contract basis;
- (c) Home-guards while under training or on duty;
- (d) Whole time servants paid from contingencies;
- ¹[(e) Members of the Work-charged establishment employed continuously on monthly wages in ¹[(all the Departments) or in the Project undertaken by the State.]

(3) These rules shall not apply to—

- (a) Retired Government Servants;
- (b) Part time Government Servants;
- (c) Honorary workers working under the State Government.

(4) They shall come into force immediately on their publication in the 'Madhya Pradesh Rajpatra'.

Rule 2. In these rules, unless the context otherwise requires,—

²["**Authorised Medical Attendant**" means the Medical Officer authorised by the Government as the Authorised Medical Attendant for the medical attendance and treatment of the Government servants :]

Provided that, if, there is no Medical Officer authorised by the Government for the headquarters which the Government servant falls ill, the authorised Medical Attendant, shall be, any Medical Officer stationed at the headquarters of such Government servants; and includes—

1. Inserted vide Public Health Department No. 2005/109/XVII/Med-III, dated 22-9-1960.
2. Substituted vide P.H.D. No. 3266/670/XVII/Med-III, dated 28-8-1970.

- (a) The Medical Officer in charge of a hospital maintained by a local authority or aided by Government in so far as medical attendance and treatment at such hospital is concerned; and
- (b) All Medical Officer at the Medical College Hospitals in so far as treatment at the Medical Collège Hospitals is concerned, but shall not include honorary Medical Officer in respect of treatment given by them outside such hospitals :

Provided that, in respect of a Government servant who is out of his official headquarters whether on duty, leave or any other cause, the authorised medical attendant during such period, shall be the Medical Officer of equivalent rank stationed at the place where such Government servant is on duty or stays for spending his leave;

(c) "Civil Surgeon" includes a District Medical Officer;

(d) "Family" means—

- (i) The wife or husband of a Government servant;
- (ii) The parents, legitimate children, including children adopted legally and step children of such Government servant residing with and wholly dependent on that Government servant.]

GOVERNMENT CLARIFICATION

(i)

A question has been under consideration of Government whether the term 'residing with' occurring in Rule 2 (d) (ii) of the M.P. Civil Services (Medical Attendance) Rules, 1958, should be held to mean physical residence to the family members of Government servant at his headquarters. Government have now decided that the members of Government servant's family, who are kept by the Government servant concerned at a place other than his own residence for education or treatment or for the sake of convenience to himself, should be deemed to be residing with him.

[Public Health Department No. 2273/1697/XVII/Med.-III, dated 5-5-1960]

(ii)

If a divorced daughter is wholly dependent on the Government servant she can be included in the term 'family' for purposes of medical reimbursement.

[Public Health Department No. 5549/4214/XVII/Med.-III, dated 25-8-1964]

1. Substituted vide P.H.D. No. 3359/XVII/Med.-III, dated 28-4-1964 (M.P. Gazette dated 21-8-1964.)

- (e) "Form" means, a form appended to these rules;
- (f) "Hospital" means a hospital maintained by the State Government or by a local authority or any other hospital aided by the State Government or such private hospital as may be recognised as hospital for purposes of these rules and includes a maternity home;
- (g) "Government Servant" means a person to whom these rules apply under sub-rule (2) of Rule 1.
- [(h) "Medical Officer" means a Civil Surgeon, Assistant Surgeon or an Assistant Medical Officer, as the case may be, and includes a member of the teaching staff of Medical College who treats patients in the hospital attached to such College;]
- (i) "Treatment" means the use of all medical/or surgical, facilities available at the hospital in which the Government servant is treated and includes—
- (i) the employment of such pathological, bacteriological, radiological or other methods as are considered and certified in writing as necessary by the authorised Medical Attendant;
 - (ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
 - (iii) such nursing as is ordinarily provided to in-patients by the hospital;
 - (iv) blood transfusion;
 - (v) ultra-violet light; and
 - (vi) in the case of females—
 - (a) treatment during confinement (Pre-natal and Post-natal treatment) including treatment for abortion; and
 - (b) douching.

Rule 3. (1) Subject to the provisions of sub-rule (3), a Government servant shall be entitled free of charge, to medical attendance by the authorised medical attendant.

(2) If, the authorised medical attendant is of opinion that the case of a Government servant is of such a serious or special nature as to require medical attendance by a Medical Officer other than himself, he may move the Director of Health Services, Madhya Pradesh, to arrange for the deputation of such Medical Officer, for the purpose of consultation. In such cases, the deputed Medical Officer, whether he be of a rank of Civil Surgeon or a subordinate Officer, shall not

be entitled to charge any fees for the professional services rendered to the Government servant.

(3) In case of a demand of medical attendance at the residence of the Government servant, the authorised medical attendant shall attend to the patient at the residence of the Govt. servant as often as may be deemed necessary, if he considers the case to be of sufficiently serious nature as to demand his attendance at the residence. A Government servant whose demand for such attendance is not complied with, may report the matter to the Director of Health Services, if, the authorised medical attendant is the Civil Surgeon and in any other case to the Civil Surgeon whose decision thereon shall be final :

Provided that, where the residence of the Government Servant is at a distance of more than five miles from headquarters of the authorised medical attendant; the attendance of the authorised medical attendant shall not be required except in extraordinary circumstances.

शासकीय कर्मचारी तथा उसके परिवार के सदस्यों की चिकित्सा हेतु राय अथवा जांच आदि की फीस

The question whether or not charges on account of medical treatment prescribed by an Authorised Medical Attendant at his consulting room or at the residence of the patient are reimbursable under the M.P. Civil Services (Medical Attendance) Rules, 1958, has been under consideration of Government. After careful consideration, it has been decided that, Government servant and their families shall be entitled to reimbursement of the cost of medicines in such case, subject to the condition that in no case the authorised medical attendant shall be entitled to charge any consultation fee and if it is charged or paid, the same shall not be reimbursable under M.P. Civil Services (Medical Attendance) Rules, 1958.

[M.P. Public Health Department No. 1/3510/XVII/Med-III, dated 1-1-1968]

Rule 4. (1) A Government servant shall be entitled to treatment in a hospital free of charge, if any amount is paid by a Government servant on account of such treatment, accommodation in hospital, diet or on any other account it shall be reimbursed to him in the manner and to the extent provided in these rules.

GOVERNMENT CLARIFICATION

It is to inform you that according to Rule 4 (1) of M.P. Civil Services (Medical Attendance) Rules, 1958 a Government servant shall be entitled to treatment in the hospital free of charge. If, an amount is paid by Government servant on account of such treatment, accommodation in hospital, diet or on any other account, it shall be reimbursed to him in the manner and to the extent provided in these rules.

[Director Medical Services M.P. No. Gen/M.R./72/2058-A, dated 25-1-1972]

(2) The Medical Officer incharge of the hospital may place patients in any ward, as he considers appropriate.

Rule 5. A Government servant suffering from a mental disease, shall be entitled to medical attendance, treatment, accommodation and diet free of charge in a Government Mental Hospital in the State for a period not exceeding two years from the date of his admission to such hospital :

Provided that, in case of a Government servant whose salary exceeds one hundred rupees per mensem, half of the prescribed maintenance shall be borne by him.

Rule 6. A Government servant, shall, pay in the first instance bills, if any, preferred by the hospital authorities on account of medical attendance, treatment, room rent or diet or on any other account and may, thereafter prefer claim for reimbursement thereof in accordance with the rules.

Rule 7. (1) A Government servant shall be entitled to reimbursement of expenditure incurred by him on account of medical attendance, treatment, accommodation, diet to the extent mentioned below :—

- (i) See Hindi version;
- (ii) Expenditure incurred on purchase of P.A.S. for treatment in full subject to a maximum of 4 kgs. or 4,000 gms. for each spell of treatment;
- (iii) expenditure incurred on purchase of insulin for patient suffering from diabetes-**in-full** during initial stage for a period of six months only and thereafter only if the patient develops complication and is admitted to a hospital;
- (iv) expenditure incurred on administering oxygen-**in-full**;
- (v) expenditure incurred on purchase of blood for blood transfusion-**in-full**;
- (vi) expenditure incurred by a female Government servant for her treatment during her confinement (including pre-natal and post-natal treatment or abortion)-**in full**;
- (vii) expenditure incurred on account of room rent in a hospital which shall include charge for electric lights and also for electric fans wherever they form a normal part of the hospital amenities, i.e., where they are part of a ward or room-**in-full** in the case of class IV Government servant and those paid from contingencies and in other case to the extent of fifty per cent only.
- (viii) expenditure incurred on account of charges for diet prescribed by the authorised medical attendant, subject to the maximum quantity specified below-**in-full**; (a) Milk-½ lb per day, (b) Fruits – 8 ozs. per day, (c) Whey, (d) Barley, (e) Glucose :

Provided that the reimbursement of expenditure under item (viii) shall be

admissible to such Government servants only as are in respect of pay below one hundred rupees per month and till such time only as the compensatory cost of living allowance or dearness allowance to such Government Servant continues :

Provided further that nothing in this rule shall apply in case of treatment of venereal diseases and delirium treatment.

(ix) expenditure incurred on operation and on pathological, bacteriological, radiological or other tests as are considered and certified necessary by the authorised medical attendant-in-full.

(2) Expenditure incurred by a Government servant on account of charges for use of an ambulance or any conveyance shall not be reimbursable.

[(3) विकलांग शासकीय सेवकों को केलिपर, कृत्रिम अंग, विकृत पैर के जूते, विकलांग पट्टियां, गर्दन की कॉलर आदि आवश्यक उपकरण पहली बार शासन के व्यय पर दिये जायेंगे।]

Sub:—M.P. Civil Services (Medical Attendance) Rules, 1958 Reimbursement of the cost of Luko-Plaster and other Adhesive Tapes.

A question has been under consideration of Government whether or not the cost of Luko-plaster and/or other Adhesive Tapes, is reimbursable under the M.P. Civil Services (Medical Attendance) Rules, 1958.

After careful examining the question, Government have decided that the cost of lukoplaster or any other adhesive tapes is not reimbursable under the M.P. Civil Services (Medical Attendance) Rules, 1958.

This may please be brought to the notice of all Controlling and Drawing and Disbursing Officers for information and necessary action.

[Public Health Department No. 3424-C.R./308/XVII, Med.-III, dated 13-7-1967]

Sub:—Grouping and matching of blood free of charge.

An employee of State Government of M.P. has been charged of grouping and matching for blood transfusion of his wife. Rule 7 (1)(v) of M.P. Civil Services (Medical Attendance) Rules, 1958 lays down that expenditure incurred on purchase of blood for blood transfusion will be reimbursed in full. The grouping and matching is a form of treatment which is given free of charge as per Rule 4 (1).

In view of the above State Government servants of M.P. should not be charged on account of grouping and matching.

[Director Health Services No. Gen./MR/29/67/11902/11975, dt. 23-2-1968]

Rule 8. (1) Application for reimbursement shall be in Form I and shall be submit to the authority within (six months) from the date on which the expenditure is incurred :

Provided that, where the Government servant is himself the Controlling Authority the limit of six months shall be calculated with reference to the date of presentation of the claim to the Treasury Officer.

(2) Every application made under sub-rule (1), shall be accompanied by an essentiality certificate in Form II duly signed by the authorised medical attendant and the receipts and cash memos in respect of all payment made on account of the treatment, room-rent and diet charges duly countersigned by him :

Provided that, where the drugs prescribed by the authorised medical attendant are outside the priced vocabulary of the Medical Stores Depot, the essentiality certificate in Form II shall, or in addition, be countersigned by the Civil Surgeon in case where he is not himself the authorised medical attendant.

Rule 9. The authorised medical attendant shall in respect of such Government servant maintain in the form of a diary or memorandum the details, including place and the date of treatment or examination conducted by him which shall form the basis for the certificate to be given by him in Form II.

Rule 10. (1) The claim of a Government servant for reimbursement of medical expenses, these rules shall be disposed of by the drawing and disbursing officer concerned.

(2) All bills for medical expenses, shall be countersigned by the controlling authorities who are empowered to countersign travelling allowance bills of the Government servant concerned. It shall be the duty of the controlling officer to scrutinise carefully before signing or countersigning a claim in respect of medical expenses, that the claim is genuine and is covered by the rules and that charges claimed are supported by the necessary cash memos, receipts, certificates, etc. The Controlling Authority may reject such claims as do not satisfy these conditions.

¹[(3) The amount due on account of reimbursement of medical expenses incurred shall be drawn on form M.P.T.C. 24-A and paid over to them.]

²[(4) Charges on account of medical attendance and treatment shall ordinarily be debatable to the sub-head "Allowances and Honoraria" sub-ordinate to the major head concerned except in the case of members of the work-charged establishment where they shall be debatable direct to the work concerned.]

Rule 11. (1) Rules 3 to 10 shall, in so far as they relate to medical attendance and treatment at hospital apply to the members of the family of a Government servant in the same manner and to the same extent as they apply to Government servant :

1. Substituted vide P.H.D. No. 2141/3339/XVII/Med.-III, dated 30-7-1977 (M.P. Gazette 28-4-1978)

2. Substituted vide P.H.D. No. 6185/1482/XVII/Med.-III dated 19-7-1964.

¹[Provided that where another child is born to a Government servant when there are three or more children living, the additional child so born, shall not be entitled to the concessions admissible under these rules.]

(2) A Government servant shall also be entitled for reimbursement of the charges incurred by him for the treatment of his wife during the confinement (including pre-natal and post-natal treatment and treatment for abortion) :

¹[Provided that, no reimbursement shall be made, if, three or more children are living on the date of such confinement.]

Rule 12. (1) Government servant shall also be entitled to reimbursement of expenditure incurred by him on medical attendance and treatment of himself and the members of his family under the Ayurvedic, Unani, Homeopathic or Bio-chemic system of medicines in the same manner and to the same extent as laid down in the foregoing rules :

²[Provided that, the expenditure incurred on purchase of such medicines shall be reimbursable in respect of medicines mentioned in the annexure annexed to these rules on the signature of the authorised medical attendant and the medicines out of the annexure shall be reimbursable on the countersignature of the Principal/Divisional Officer, Ayurveda/Superintendent of the dispensary.]

(2) For purpose of reimbursement under this rule a Vaidya, a Hakim or a Homeopathic or a Bio-chemic Doctor in charge of a hospital, shall be deemed to be an authorised medical attendant.

Rule 13. On the coming into force of these rules the Madhya Pradesh Civil Services (Medical Attendance) Rules, 1955, the Madhya Bharat Government Servants Medical Attendance Rules, 1951 and the Central Services (Medical Attendance) Rules, 1944 shall stand repealed :

Provided that such repeal shall not affect the previous operation of the rules so repealed or anything done or any action taken thereunder :

Provided further that, all claims for medical reimbursement relating to the period prior to the coming into force of these rules shall be governed by the provisions of the rules applicable to the Government servant concerned immediately before the coming into force of these rules.

1. Added vide public health department No. 4526/1037/XVII/Med.-III, dated 27-9-1969, and applied after one year.
2. Substituted vide P.H.D. No. 4255/29/16/XVII/Med.-III, dated 11-12-1972 (M.P. Gazette dt. 8-6-1973 page 279).

Form I

FORM OF APPLICATION

(N.B. — Separate Form should be used for each patient)

1. Name and Designation of Government Servant (in block letters)
 2. Office in which employed
 3. Pay of the Government servant as defined in the Fundamental Rules, and any other emoluments, which should be shown separately
 4. Place of duty
 5. Actual residential address
 6. Name of the Patient and his/her relationship to the Government servant
- N.B.** In the case of children, give the following information, namely (state age also):—
- (i) Date of birth
 - (ii) No. in order of birth
 - (iii) Total No. of children alive
7. Place at which the patient fell ill
 8. Nature of illness and its duration
 9. Details of the amount claimed

(I) Medical Attendant :

- (i) Fees for consultation including—
 - (a) the name and designation of the medical officer consulted and the hospital or dispensary to which attached
 - (b) the number and dates of consultation and the fee paid for each consultation
 - (c) whether consultation were held at the hospital, at the consulting room of the medical officer or at the residence of the patient.
- (ii) Charges for pathological, bacteriological, radiological or other similar tests undertaken during diagnosis indicating —

- (a) the name of the hospital or laboratory where the tests were undertaken, and
- (b) whether the test were undertaken on the advice of the authorised medical attendant, and if so, a certificate to that effect should be attached
- (iii) Cost of medicines, purchased from the market
(List of medicines, cash memos and the essentiality certificate should be attached.)

(II) Hospital Treatment :

Charges for hospital treatment, indicating separately charges for —

- (i) Accommodation (state whether it was according to the status or pay of the Government servant and in cases where the accommodation is higher than the status of the Government servant, a certificate should be attached to the effect that the accommodation to which he was entitled was not available)
- (ii) Diet
- (iii) Surgical operation or medical treatment
- (iv) Pathological, bacteriological or other similar tests indicating—
- (a) the name of the hospital or laboratory at which undertaken; and
- (b) whether undertaken on the advice of medical officer incharge of the case at the hospital. If so, a certificate to the effect should be attached.
- (v) Medicines
- (vi) Special medicines
(List of medicines, cash memos, and the essentiality certificate should be

attached)

(vii) Ordinary nursing

(viii) Special nursing, i.e., nurses specially engaged for the patient state whether they were employed on the advice of the medical officer in charge of the case at the hospital or at the request of the Government servant or patient, in the former case a certificate from the M.O. I/c of the case and countersigned by the Medical Superintendent of the hospital should be attached

(ix) Any other charges, e.g., charges for electric fan, heater, air-conditioning etc. State also whether the facilities referred to are a part of the facilities normally provided to all patients and no choice was left to the patient.

Note.— If the treatment was received by the Government servant at his residence give particulars of such treatment and attach a certificate from the authorised medical attendant

10. Total amount claimed Rs.

11. List of enclosures

Declaration to be signed by the Government Servant

I hereby declare that the statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me.

Dated.....

Signature of the Government
Servant and office to which
attached.

Form II

FORM OF ESSENTIALITY CERTIFICATE

[See Rule 8 (2)]

*A. In case of medicines not included in the priced vocabulary of the
Medical Stores Depot*

CERTIFIED that Shri/Shrimati/Kumari son/wife/

daughter..... employed in the has been *[under my treatment from to for (name of the disease) at the hospital as an indoor/outdoor patient and that the undermentioned medicines have been prescribed by me in this connection.]* These medicines are not included in the priced vocabulary of the Medical Stores.

These medicines were absolutely essential for the treatment of the aforesaid Government servant.

S.No.	Name of Medicines	Cost
(1)
(2)
(3)

(.....)

Signature and designation of the authorised medical attendant/
Signature of the Medical Officer I/c of the case at the hospital.

B. In case of medicines included in the priced vocabulary of the Medical Stores Depot

I certify that Shri/Shrimati/Kumari son/wife/daughter of Shri employed in the has been *[under my treatment for (name of the diseases) at the hospital from to as an indoor/outdoor patient and the under mentioned medicines have been prescribed by me in this connection.]*. These medicines are out of stock, not available in the hospital. They do not include any medicines proprietary or otherwise outside the aforesaid priced vocabulary nor are they preparations which are primarily foods, toilets or disinfectants.

	Name of Medicines	P.V.M.S. No.	Cost
(1)
(2)
(3)

(.....)

Signature and designation of the authorised medical attendant/
Signature of the Medical Officer I/c of the case at the hospital.

[.....] Substituted vide P.H.D. No. 2027/1560/XVII/Med-III, dated 23-9-1960 (M.P. Gazette Part IV, dated 7-10-1960).

C. In Case of Insulin treatment

Certified that Shri/Shrimati/Kumari employed in the has been under my treatment for diabetes at hospital as outdoor/indoor patient and that insulin prescribed by the was for treatment during the initial stages/in the hospital of the diseases for which no reimbursement has been made extending over the period from to the patient having developed complications necessitating hospitalisation.

(.....)

Authorised Medical attendant
Medical Officer I/c of the
case at Hospital.