

PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT

No.AD/RR/176/06(Pt.)/4074

Dated, the 5<sup>th</sup> October, 2013

OFFICE MEMORANDUM

The Board of Trustees vide Resolution No.60/2013-34 on Agenda Item NO.31(02)/2013-14 in the Meeting No.02/2013-14 held on 13.09.2013 have approved the “**Paradip Port Trust Employees (Contributory Outdoor and Indoor Medical Benefits After Retirement) Regulations, 2013**”. The Regulation will be effective from the date of approval of the Board. Copy of the Paradip Port Trust Employees (Contributory Outdoor and Indoor Medical Benefits After Retirement) Regulations, 2013 is enclosed herewith.

Encl: As above.

Sd/-  
Secretary (I/C),  
Paradip Port Trust

Copy communicated to:

- 1] The FA & CAO, PPT for information with a request to circulate the Regulation amongst all pensioners.
- 2] The Chief Medical Officer, PPT for information with a request to take immediate necessary action.
- 3] All other Heads of Departments/ All HOOs for information and wide circulation.
- 4] The Sr. Deputy Director (EDP) to hoist the OM and Paradip Port Trust Employees (Contributory Outdoor and Indoor Medical Benefits After Retirement) Regulations, 2013 in PPT Website for information of all concerned.
- 5] The Secretary, Paradip Port Pensioners’ Association, Paradip/ All Trade Unions/ All Associations, Paradip Port.

**PARADIP PORT TRUST EMPLOYEES  
(CONTRIBUTORY OUTDOOR AND INDOOR MEDICAL BENEFIT  
AFTER RETIREMENT) REGULATIONS, 2013**

**1] Short Title and Commencement:**

- [a] These Regulations may be called the Paradip Port Trust Employees (Contributory Outdoor and Indoor Medical Benefit After Retirement) Regulations, 2013.
- [b] They will come into force from the date of approval of the Board of Trustees of the Port of Paradip.

**2] Definition:**

In these regulations unless the context otherwise require:-

- (i) 'Act' means the Major Port Trusts Act, 1963.
- (ii) 'Board' means the Board of Trustees of the Port of Paradip as constituted under 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 Finance Department.
- (vii) 'Sanctioning Authority' means the authority empowered to sanction reimbursement of hospital charges by the Port Trust Board.
- (viii) 'Empanelled Hospital' means all the empanelled hospitals as may be approved by the Board from time to time.
- (xi) 'Retired employees' means all pensioners (including Family pensioners) and employees retired under Contributory Provident Fund Scheme.
- (xii) 'Emergency' means :
  - a. Accident / Traumatic injuries.
  - b. Hemorrhage / shock
  - c. Diphtheria  
Tetanus / Gas gangrene / Typhoid / Gastroenteritis / Encephalitis

- d. Cardiac emergency / Acute Hypertension.
- e. Acute Abdomen
- f. Obsgyn emergency
- g. Genitouncery emergency
- h. Foreign bodies – ENT, Eye / Retinal detachment in the eye
- i. Onset of Psychiatric disorder.
- j. Coma
- k. Any other illness which in the opinion of CMO constitutes an emergency.

**3] Extent of application:-**

These Regulations are applicable to :-

- (i) retired Paradip Port Trust Employees and their spouses ;
- (ii) surviving spouses of the employees who die while in service after completion of 10 years of continuous service in the Paradip Port Trust, and is eligible for family pension and
- (iii) surviving spouses of retired employees who die after retirement provided he or she is not gainfully employed in public/private undertaking and/or covered by any medical benefit scheme of the undertaking, either for himself or as dependent.

**4] Contribution:**

- (a) To become member for availing medical benefits under these Regulations is purely voluntary. Only those retired employees and their spouse or surviving spouses of deceased employees, who make the payment either by deduction from their retirement benefits or in cash as only one time lump-sum contribution set out below, are eligible for availing medical benefits under these Regulations for themselves and/or their spouses for life :
  - (i) 02 times of Basic Pension on the date of application for availing the medical benefits under the Regulations in case of employees, who have already retired and surviving.
  - (ii) 02 times of family pension on the date of application for availing the medical benefits under the Regulations in case of family pensioners.
  - (iii) In case of employees who are going to retire, last one month basic pay drawn at the time of retirement.

The rate of contribution will be with reference to the class of the employee at the time of his/ her retirement/ death.

Provided, in the case of Pensioners/ Family Pensioners who have already remitted contribution for availing Indoor and Outdoor medical benefits as per previous Regulations, the recovery to be made from them will be subject to adjustment of the amount already paid by them. Provided further, in case of Pensioners / family pensioners referred to above the mode of payment of lump sum contribution shall be decided by the Chairman.

- (b) The benefit under these Regulations would not be admissible until a retired employee or his/her spouse and in the case of an eligible deceased employee, his/her surviving spouse has paid the prescribed one time lump sum contribution.
- (c) The lump sum contribution once paid will not be refunded on any ground whatsoever.

**5] Registration:**

- (a) The application in the prescribed pro-forma **Annexure-‘A’** (attached) – for the medical facilities under these Regulations should be made in duplicate to the Head of Department from where the employee retired/invalidated or in case of his/her death, by his/her spouse, for verification of the particulars mentioned therein. While submitting the application, 2 copies of passport size photographs of the retired employee and his/her spouse should also be sent to the Head of Department along with a declaration in the pro-forma **Annexure ‘B’** (attached) – that neither he/she nor his/her spouse is gainfully employed in any public/private undertaking and/or covered by any medical benefit scheme of the undertaking. This declaration should be renewed every year within the 1<sup>st</sup> November to 30<sup>th</sup> November. Besides, he/she should enclose copy of the receipt of having paid the lump sum contribution referred to in preceding para.
- (b) On receipt of the application by the Head of Department, the contents of the application will be scrutinized with reference to records available in that department and forwarded to the Chief Medical Officer. The Head of Department

or an Officer appointed by him, while forwarding the application to the Chief Medical Officer, should certify on the application as detailed hereunder:-

“I have personally verified the contents of the application with reference to records available with this department and it is certified that the applicant is eligible for the benefit under the Paradip Port Trust Employees’ (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations 2013.”

- (c) In case it is found that the applicant and/or his/her spouse is not eligible for any benefit under these Regulations, he/she should be intimated so, in writing, by the concerned Head of Department.
- (d) If the applicant is found not eligible for benefit under these Regulations, the lump-sum payment made by him will be refunded to him on the basis of the advice of the respective Head of Department.
- (e) On receipt of the recommendations from the Head of Department, the Chief Medical Officer will issue to the retired/invalidated employee or spouse as the case may be, an Identity Card in the prescribed pro-forma **Annexure-C** (attached) with a copy of photograph duly pasted on it. Subsequently, the same will be substituted with a biometric Identity Card. The second copy of the photograph should be pasted on the application and kept for records in Medical Department.
- (f) If the retired employee and/or his/her spouse or his/her spouse in case of death of employee, is gainfully employed in public/private undertaking and covered by any medical benefit scheme of the undertaking, or on the death of the beneficiary under these Regulations, the fact should be intimated to the Chief Medical Officer, immediately in writing by the retired employee/ spouse or by the next of kin of the deceased, as the case may be and the Identity Card should be returned to Chief Medical Officer for cancellation. On receipt of such information, Chief Medical Officer should take necessary action to cancel the Identity Card issued to him/her.
- (g) A monthly return in respect of such Identity Cards issued/cancelled during the month should be sent to the Financial Adviser and Chief Accounts Officer on or before 10<sup>th</sup> of the succeeding month.

**6] Scope:**

On payment of contribution, the medical attention and treatment will be made available to retired employees and their spouses on the same scale and conditions as is normally admissible to employees in service subject to the following conditions:-

- (i) Medical facilities to the retired employees and their spouses will be available at the Paradip Port Trust Hospital and the empanelled Hospitals of Paradip Port Trust as declared from time to time. The Chief Medical Officer will periodically update the list of empanelled hospitals and will also be empowered to de-notify any empanelled CGHS hospitals with prior approval of the Chairman.
- (ii) A retired employee and his/her spouse can avail both outdoor and indoor facilities at Paradip Port Trust Hospital as is normally admissible to employees in service. However, in case of chronic diseases, medicine shall be made available to them for a period up-to three months at a time. Separate records shall be maintained in the Paradip Port Trust Hospital for this. Prescribed medicines, if not available in the Paradip Port Trust Hospital as certified by the Pharmacist In-charge Stores, may be purchased from outside and the cost thereof shall be reimbursed.
- (iii) [a] The Chief Medical Officer shall enter into an agreement with the empanelled Hospitals of Paradip Port Trust so that a retired employee and his/her spouse on production of identity card and one Xerox copy duly signed by the retired employee/ spouse can be provided with both outdoor and indoor treatment without pre-payment and the Hospital shall claim reimbursement of the actual cost of such treatment from the Chief Medical Officer directly, who will send the bill to the Finance & Accounts Department for verification as per CGHS rates & payments.  
  
[b] The retired employee and his/her spouse can avail the outdoor treatment at the referral Hospitals by producing the Identity Card without any pre-payment. However, the retired employee and his/her spouse will put his/her signature on the bills of the Hospital to authenticate the same before the same is forwarded to Paradip Port Trust for reimbursement of the amount to the Hospital. They will

also enclose a copy of the identity card duly signed by them for enclosing with the bill.

[c] The retired employee and his/her spouse may avail indoor medical facilities in the referral Hospitals of Paradip Port Trust on the basis of Identity Card without any pre-payment. However, he/she will have to write a letter by post/mail/fax/ courier with details to obtain prior permission of Chief Medical Officer to avail such medical facilities for normal treatment. On receipt of such request, Chief Medical Officer, PPT or his authorized representative will confirm the acceptance of such permission within 07 working days from the date of receipt of request, failing which it will be deemed that permission has been granted. In case of emergency, the retired employee or his/her spouse may be admitted for treatment and the same will have to be informed to the Chief Medical Officer, PPT immediately through SMS/Phone call and will be informed in writing by post/mail/fax/courier within 24 hours of admission by the Member or his/her children/ relative with supporting documents from the treating physician certifying the emergency. In case of delay up-to 07 working days after admission, Chief Medical Officer can condone the same in deserving cases. In all other cases, such request will be liable for rejection & no payment will be made for such emergency treatment on account of delayed information. Chief Medical Officer will inform all the above and others as contained herein to the empanelled hospitals for information & compliance. On acceptance of such above & other conditions as contained herein, the hospital will be considered for treating retired employees & their spouse. Accordingly, a fresh agreement duly vetted by Advisor (Legal)/Dy. Chief Law Officer & Finance will have to be executed between Paradip Port Trust & concerned Hospital. On availing such treatment, the retired employee and his/her spouse or children/relative will put his/her signature on the bills of the Hospital to authenticate the same before the same is forwarded to Paradip Port Trust for reimbursement of the amount to the Hospital.

[d] Prescribed medicines, if not available at the Hospital at the time of treatment, and as required to be used after the treatment may be purchased from outside and the cost thereof shall be reimbursed with due certification by the treating Physician.

[e] The reimbursement to the Hospital concerned for both indoor and outdoor treatment in respect of a retired employee and his/her spouse shall be made as per CGHS rates or actual expenses, whichever is lower as per the eligibility. Differential amount, if any, and treatment undertaken without permission shall be paid by the retired employee or his/her spouse within a period of one month of receiving of the intimation from the Chief Medical Officer to this effect. Failure to pay such amount in time will make the Identity Card of the concerned retired employee and his/her spouse liable to be cancelled and such amount shall be recovered from his/her pension in suitable monthly installments as would be decided by the Chairman of the Board. Besides, they will be permanently debarred from availing further benefit under these Regulations for rest of their lives. An undertaking in the form of an Affidavit before a First Class Magistrate in Rs.10 stamped paper [**Annexure-D**] will be executed at the time of registration as under provision [5] by each retired employee and his/her spouse that he/she will make all payment as directed by the Chief Medical Officer, Paradip Port Trust within the prescribed time limit, failing which Identity Card of the employee/ spouse will be cancelled & they will be permanently debarred from availing further benefit under the Regulation for the rest of their lives. Paradip Port Trust will recover the due amount in such monthly installments as decided by Chairman of the Board.

- (iv) The retired employee or his/her spouse may avail medical facilities on his/ her own in any other hospital within India due to emergency or non availability of referral Hospitals. However, he/she will have to write a letter by post/mail/fax/ courier with details to obtain prior permission of the Chief Medical Officer to avail such medical facilities. On receipt of such request, Chief Medical Officer, PPT or his authorized representative will confirm the acceptance of such permission within 07 working days from the date of receipt of request, failing which it will be deemed that permission has been granted. In case of emergency, the retired employee or his/her spouse may be admitted for treatment and the same will have to be informed to the Chief Medical Officer, PPT immediately through SMS/ Telephone call and will be intimated in writing by post/mail/fax/ courier within 24 hours of admission by the Member or his/her children/relative with supporting documents from the treating physician certifying the emergency. In case of delay up-to 07 working days after admission, Chief Medical Officer can condone the same in deserving cases. The bills for such treatment may be



submitted within one month of recovery/discharge from Hospital for reimbursement the expenses incurred which will be restricted to CGHS rates. In case of delay, Chief Medical Officer can condone the same in deserving cases.

- (v) Retired employees who are not availing out-patient facilities at Port Hospital irrespective of place of residence shall be paid a Fixed Medical Allowance fixed by the Central Government from time to time in lieu of out-patient department facilities at Port Trust Hospital/ other Hospitals, subject to preferring the option.
- (vi) The entitlement of accommodation in hospitals will be determined by the class of the employees at the time of retirement/cessation of the service:

Class	-	IV	-	General Ward
Class	-	III	-	Semi-Private Ward
Classes	-	I & II	-	Private Ward

- (vii) Free diet will be provided to the retired employees/ spouses who are admitted as in-patients in the Trust's Hospital/empanelled CGHS hospitals or any other suitable hospital.
- (viii) The Sanctioning Authority for the settlement and reimbursement of bills will be as per the extant delegation of power of the Paradip Port Trust.

**7] Penalty:**

- (a) The renewal of the declaration referred to in Regulation 5(a) above is the sole responsibility of the retired employee/his spouse as the case may be.
- (b) If a retired employee/his spouse/spouse of the eligible deceased employee who have enjoyed benefit under these Regulations is subsequently found to be gainfully employed in any public/private undertaking during the period in which he/she had availed the treatment, the cost of full medical treatment at outsiders rate with 5% penalty charges will be levied, and collected from their pension and they will be permanently debarred from availing further benefit under these Regulations for rest of their lives.

- (c) Resorting to any other fraudulent means such as production of manipulated documents etc shall disqualify the employee / his spouse / spouse of the deceased employee as the case may be and he shall be permanently debarred from availing further medical benefits under these Regulations for rest of their lives.

**8] Review:**

A Committee constituting of Chief Medical Officer, Secretary and Financial Adviser & Chief Accounts Officer will review the Regulations each quarter. Chief Medical Officer will be the Convener of the Committee.

**9] Miscellaneous:**

- a) The Chief Medical Officer will ensure that the medical facilities are extended only to the persons issued with the Identity Cards.
- (b) The Chief Medical Officer is required to maintain a separate register in the form shown in **Annexure – ‘E’** (attached) – showing therein the person/persons to whom the medical facilities are extended under these Regulations and this register will be made available for periodical inspection by the Financial Adviser and Chief Accounts Officer or by an Officer nominated by the Financial Adviser and Chief Accounts Officer.

**10] Interpretation:**

When a doubt arises as to the interpretation of these Regulations, the matter will be referred to the Chairman, Paradip Port Trust, whose decision shall be final.

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PARADIP PORT TRUST

**APPLICATION FORM FOR JOINING THE PARADIP PORT TRUST EMPLOYEES  
(CONTRIBUTORY OUTDOOR AND INDOOR MEDICAL BENEFIT AFTER  
RETIRMENT) REGULATIONS, 2013**

To

The ..... (HOD),  
Paradip Port Trust.

Sir,

I along-with my spouse, whose particulars are given below, may please be admitted to the Paradip Port Trust Employees (Contributory Outdoor and Indoor Medical Benefit After Retirement) Regulations, 2013.

1] In case the applicant is the Employee:

- [a] Name of the retired employee. :
- Name of the spouse :
- [b] Date of Birth of the Retired Employee :
- Date of Birth of the spouse :
- [c] Designation at the time of retirement :  
Department/Division :
- [d] Class of the Employee (CI./II./III./IV) :
- [e] Date of Retirement :
- [f] Employee No./PPO No. :
- [g] Whether retired under CPF :
- [h] Residential Address :
- [i] Native Place Address :
- [j] Phone No.(Land line/ Mobile) :

2] In case the applicant is the spouse of the deceased employee.

- [a] Name of the deceased employee :
- [b] Date of death of deceased employee :
- [c] Name of the Spouse :
- [d] Date of Birth :
- [e] Deptt/ Office in which employee served and last post held.
- [f] Class of employee (Cl.I/II/III/IV) :
- [g] Employee No/PPO No. :
- [h] Residential Address :
- [i] Native Place Address :
- [j] Phone No (Land Line/ Mobile) :

3] Details of spouse.

- [a] Name of the Spouse :
- [b] Date of Birth :

4] Details of payment of the one time lump-sum contributions :

I will abide by the Regulations and modifications of the Scheme which may be issued from time to time.

I declare that I have surrendered my Medical Card issued to me from my office, while in service.

Date:

(Signature of the applicant)

NB: Two passport size photographs of the members joining the scheme must be attached.

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It is certified that “ I have personally verified the contents of the application with reference to records available with this department and that the applicant and/or spouse is/are eligible for the benefit under the Paradip Port Trust (Contributory Outdoor and Indoor Medical Benefit After Retirement) Regulations, 2013.

Head of Department

PARADIP PORT TRUST

Declaration to be filled by retired employees on the surviving spouse at the time of joining the Paradip Port Trust Employee’s (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations, 2013 and thereafter on 1<sup>st</sup> of November every year.

\* \* \* \* \*

1] In case of retired employees, who are not employed gainfully in public/ private sector job:-

I, the undersigned..... Employee No./ PPO No. ....  
Designation.....of ..... Department retired from the service of the Board with effect from .....do hereby declare that I and my spouse are not employed in any public or private sector undertaking and I and my spouse are not covered by any medical benefit scheme by such employer.

2] In case of surviving spouse of retired employees, who is not employed gainfully in public/ private sector job:-

The undersigned wife/husband of late Sri/Smt ....., who died on ..... while in service/ after retirement from service of the Board with effect from ..... do hereby declare that I am not employed in any public or private sector undertaking and I am not covered by any medical benefit scheme by such employer.

3] In case of those who are employed gainfully in public or private sector job:

I took up this job on ..... and my term of appointment is for a period from .....to.....I understand that I am not entitled to free consultation, free medicines, free investigation from the Board’s hospital of duration of this appointment as per the Paradip Port Trust Employees’ (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations, 2013.

Signature.....

Name :

**PARADIP PORT TRUST**

**PARADIP PORT TRUST EMPLOYEES’ (CONTRIBUTORY OUTDOOR AND INDOOR MEDICAL BENEFIT AFTER RETIREMENT) REGULATIONS, 2013**

**IDENTITY CARD**

Photograph  
of retired  
employee.

Photograph  
of spouse

Identity Card No.....

1.	Name of the retired employee	
2.	Name of the surviving spouse (wife/husband)	
3	Date of retirement	
4.	Designation on the date of retirement: Name of Department: Class: Employee No/PPO No.	
5	Marks of identification of (i) Retired employee (ii) Spouse	

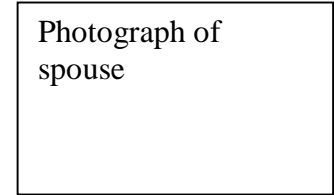
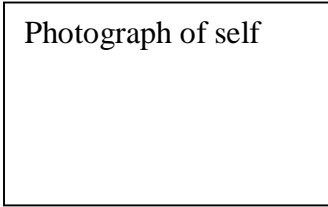
6. Signature of Retired employee / applicant .....

7. Signature of the Spouse.....

8. Signature of Chief Medical Officer with Rubber Stamp.....

**ANNEXURE-D**

**BEFORE THE COURT OF EXECUTIVE MAGISTRATE, PARADIP/NOTARY PUBLIC, PARADIP**



**A F F I D A V I T**

I Sri -----, S/o-----, at present residing AT/PO/PS-----, Dist----- having Employee No.----- /PPO No.----- do hereby solemnly affirm and state on oath as follows:

- (i) That, I was serving as ----- in Paradip Port Trust under -----Department and my date of retirement is ----- having PPO No.-----.
- (ii) That, I and my spouse wish to be a Member of Paradip Port Trust Employees (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations, 2013 and I accept all the stipulations available in it in letter and spirit.
- (iii) That, in case of any expenses incurred during treatment of self/spouse which is beyond the stipulations/restrictions available in the regulations, then I undertake to pay the same within a month to Paradip Port Trust and in this connection the

intimation presented by the Chief Medical Officer, Paradip Port Trust will be final.

- (iv) That, in case of any default in payment of the excess amount, my and my spouse's identity card will be cancelled and such amount shall be recovered from my pensionary amount on monthly installment basis as would be decided by the competent authority.
- (v) That, I will have no objection if in such situation I or my spouse will be permanently debarred from availing further benefits under the said Regulations.
- (vi) That, I hereby unequivocally and in sound health and mind declare that the decisions on the all of above aspects taken by the competent authority of Paradip Port Trust will be final and binding on me and my spouse.
- (vii) That, I have sworn this Affidavit which may be treated as an undertaking for necessary use by the Paradip Port Trust as and when required.

**(SPOUSE)**

**(APPLICANT)**



**ANNEXURE – ‘E’**

**FORM OF REGISTER TO BE MAINTAINED UNDER THE PARADIP PORT TRUST EMPLOYEES (CONTRIBUTORY OUTDOOR AND INDOOR MEDICAL BENEFIT AFTER RETIREMENT) REGULATIONS, 2013 BY THE TRUST’S CMO.**

Name of the retired employee	No. of family member including the retired employees	Designation Employee No/PPO No. and name of Department.	Details of Contribution			Remarks
			Amount deposited. Rs.	Date of Payment	Cash receipt No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

\* \* \* \* \*

