OFFICE MEMORANDUM

Subject:-Implementation of ICFRE Pensioners Health Scheme (ICFREPHS).

ICFRE Pensioners Health Scheme (ICFREPHS) has been notified vide Notification No.57-20/2012-ICFRE dated 17.12.2012. In order to operationlized the scheme in the Council, all the Directors of Institutes are requested to obtain willingness of the pensioners of their respective Institutes from the eligible pensioners subject to fulfilment of laid down conditions under Chapter-2 of the scheme. The willingness so obtained alongwith contribution towards the scheme be forwarded to the Under Secretary, Pension Cell for issuance of ICFREPHS Cards to the beneficiaries.

The minutes of the Committee containing detailed procedure to obtain membership of the scheme, alongwith prescribed format for application and ICFREPHS Card are enclosed for your information and necessary action.

The above details are being placed at ICFRE website for convenience and adherence by ICFRE pensioners.

Yours faithfully

(Dr. Sudhanshu Gupta)
Secretary, ICFRE
Indian Council of Forestry Research & Education

Distribution:-
1. All Directors of Institutes under ICFRE.
2. All DDGs, / ADGs ICFRE
3. Director (IC),ICFRE
4. Additional Director and Head IT Div. with the request to put the letter with enclosures at ICFRE website.
5. DDO, ICFRE
6. Administrative Officer, Office of the DG, ICFRE
7. Notice Board, ICFRE
8. Guard File
NOTIFICATION

The Director General, Indian Council of Forestry Research and Education, Delhi, with the approval of the Govt. of India, Ministry of Environment and Forests, New Delhi (vide letter No. F.No. 2-48/2011-FF, dated 13th December, 2012), is pleased to notify the Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS) annexed herewith as Annexure-I for extending medical facilities to the ICFRE pensioners and their dependent family members w.e.f. 17.12.2012.

(Sudhanshu Gupta)
Secretary, ICFRE

Distribution:

1. The Secretary to the Government of India, Ministry of Environment & Forests, Parvavaran Bhawan, CGO Complex, Lodi Road, New Delhi [Kind Attention: Mrs. Pari Rawat, US (FF), MoEF]
2. All DDGs/Director (P&I)/ADGs/IAC, ICFRE
3. All Directors of Institutes/Centres under ICFRE
4. Head, Information Technology Division & Transparency Officer, ICFRE
5. Chief Medical Officer-in-Charge, New Forest Hospital, Dehradun
6. Under Secretary, Pension Cell, ICFRE
7. Hon Secretary, FOSA/TTA/MSA/SC/ST/OBC Employees Associations
8. DDO, ICFRE
9. Administrative Officer O/o the DG, ICFRE
10. Guard File
F.No. 2-48/2011-FE  
Govt. of India  
Ministry of Environment & Forests  
Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003  

Dated the 13th December, 2012

To,

The Secretary,  
Indian Council of Forestry Research & Education,  
P. O. New Forests,  
Dehadun-248006

Sub: Extending medical facilities to ICFRE Pensioners through  
Indian Council of Forestry Research and Education  
Pensioners Health Scheme (ICFREPHS) - regarding.

Sir,

I am directed to refer to your letter No. 57-20/2005-ICFRE  
dated 18th November, 2011 on the subject mentioned above and to  
say that the Indian Council of Forestry Research and Education  
Pensioners Health Scheme (copy enclosed) is approved by the  
competent authority subject to following conditions:

i) As suggested by the Ministry of Health and Family Welfare,  
ICFRE should keep in mind the financial viability and beneficiary’s  
satisfaction while operating the scheme. They should promote use of  
the generic/branded generic medicines to the maximum extent  
possible to economize the expenditure and make the scheme cost  
effective. Proprietary branded medicines may be allowed only where  
no substitute generic medicine of the same salt, composition and  
therapeutic value is available.

ii) ICFRE will be keeping aside Rs. 1 crore annually for meeting  
the expenditure and Government of India will not bear any liability on  
the scheme and no funds from out of the grants-in-aid would be  
diverted for this Scheme. The expenditure will be met out of the Rs. 1  
crore set apart by ICFRE from out of its own revenue.

Yours faithfully,

(Malti Rawat)  
Under Secretary to the Government of India
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION PENSIONERS
HEALTH SCHEME – (ICFREPHS)

Indian Council of Forestry Research and Education Pensioners Health Scheme has been introduced on ---- day of ------ month in the year 2012 for extending the medical facilities to the retired employees of the Indian Council of Forestry Research and Education (ICFRE) Society and their dependent family members.

CHAPTER- 1

ICFRE PENSIONERS HEALTH SCHEME

1. Short title, extent, Commencement, application

(a) The scheme may be called the Indian Council of Forestry Research & Education Pensioners' Health Scheme (ICFREPHS), 2012.
(b) The Scope and application of this Scheme shall extend to ICFRE Headquarters, all Institutes and other units under ICFRE.
(c) The scheme applies to all retired employees/family pensioners (and their dependent family members) of ICFRE who opt for the Scheme. However, the Scheme shall not apply to employees who opted to remain with the Central Government and are covered by the Central Government Health Scheme (CGHS).

2. Definitions

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<thead>
<tr>
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<tbody>
<tr>
<td>(a)</td>
<td>&quot;The Society&quot; means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.</td>
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<td>(b)</td>
<td>&quot;The Council&quot; means the Indian Council of Forestry Research and Education (ICFRE).</td>
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<td>(c)</td>
<td>&quot;Board of Governors&quot; means the body constituted under Rule 17 of the Rules of Society.</td>
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<td>(d)</td>
<td>&quot;The President&quot; means the President of the Indian Council of Forestry Research &amp; Education Society.</td>
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<td>(e)</td>
<td>&quot;The Director General&quot; means the officer appointed by the President of the Society with the concurrence of the Govt. of India to be the Director General of ICFRE.</td>
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<td>(f)</td>
<td>&quot;Director&quot; means Director of an Institute under ICFRE.</td>
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<td>(g)</td>
<td>&quot;The Constituent units of the Society&quot; means the ICFRE Headquarters, its Institutes and any other units set up under the Society.</td>
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<td>(h)</td>
<td>&quot;Institute&quot; means any of the Institutes under ICFRE.</td>
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<td>(i)</td>
<td>&quot;Year&quot; means the financial year of the Govt. of India.</td>
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<td>(j)</td>
<td>&quot;Authorized Medical Attendant (AMA)&quot; means the Medical Officer</td>
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<tr>
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<td>authorized by the ICFRE as Medical Attendant for the area or</td>
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<td></td>
<td>AMA as defined under CS (MA) Rules, 1944 as amended from</td>
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<td>time to time.</td>
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<td>(k)</td>
<td>&quot;Pensioner&quot; means the retired employee of ICFRE Society or</td>
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<td></td>
<td>the family pensioners getting pension/family pension from</td>
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<td></td>
<td>ICFRE Society.</td>
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<td>(l)</td>
<td>&quot;Patient&quot; means beneficiary to whom this scheme applies and</td>
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<td></td>
<td>who has fallen ill.</td>
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<td>(m)</td>
<td>&quot;Authorized Hospital&quot; means a dispensary / hospital</td>
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<td></td>
<td>authorized by the Ministry of Health &amp; Family Welfare and</td>
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<td></td>
<td>New Forest Hospital, Dehradun.</td>
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<td></td>
<td>&quot;Treatment&quot; means the use of all medical and surgical</td>
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<td>facilities under this Scheme.</td>
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<td>(n)</td>
<td>&quot;Family&quot; means as defined by the Ministry of Health &amp; Family</td>
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<td>Welfare in their Health Scheme.</td>
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CHAPTER 2

PROVISIONS FOR ICFRE PENSIONERS' UNDER
ICFRE PENSIONERS HEALTH SCHEME (ICFREPHS)

1. Persons Eligible under the scheme:

The ICFRE Health Scheme shall apply to all pensioners and family pensioners of ICFRE who opt for the ICFREPHS and their family members. However, the Scheme shall not apply to employees who opted to remain with the Central Government and are covered under Central Government Health Scheme (CGHS). The benefits of the scheme will be as per entitlement. The scheme will be operated by the ICFRE through its headquarters and various institutes under it.

2. Facilities under ICFRE Pensioners' Health Scheme:

The facilities available under the scheme mainly include-

a) Outdoor treatment through dispensaries/poly clinic/hospital, maternity centre, etc.

b) Supply of drugs/reimbursement of the cost of drugs.

c) Lab. and X-Ray investigations.

d) Domiciliary visits (provided the pensioner resides within 3 km of the New Forest Hospital).

e) Specialist consultation in selected centers and polyclinics/hospitals, etc.

f) Hospital services at Government Hospitals and other recognized Hospitals as provided in the Health Scheme of Ministry of Health and Family Welfare. It includes OPD, hospitalization, specialized investigations and treatment, etc.

g) Specialized treatment in specialized hospitals for diseases like Cancer, TB, Polio and Mental diseases.

h) Super specialty treatment, e.g. kidney transplant and coronary artery by pass graft (CABG), etc.


j) The reimbursement will be as per actual or on the basis of applicable Central Government approved rates/package rates, whichever is less.

Facilities not covered under ICFREPHS:

a) Treatment in hospitals not recognized by the Ministry of Health & Family Welfare.
b) Private nursing homes.
c) Treatment outside India.
d) Administration of routine injections at one’s residence.
e) Dressing of wound at one’s residence.
f) Supply of artificial appliances, e.g., dentures, spectacles, contact lens, etc.
g) Orthodontic treatment and denture.
h) Treatment for obesity due to inogenous factors.

3. ICFRE Pensioners’ Health Scheme Contribution:

The pensioners/family pensioner willing to avail medical facilities under ICFREPHS shall have to contribute the amount detailed below in accordance with the corresponding Grade Pay drawn at the time of retirement/death:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Grade Pay drawn at the time of retirement</th>
<th>Contribution rate per month</th>
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<tbody>
<tr>
<td>1.</td>
<td>Upto Rs.1650/- per month</td>
<td>Rs.50/- per month</td>
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<td>2.</td>
<td>Rs.1800/-, 1900/-, 2000/-,2400/-, and</td>
<td>Rs.125/- per month</td>
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<td>Rs.2800/- per month</td>
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<td>3.</td>
<td>Rs.4200/- per month</td>
<td>Rs.225/- per month</td>
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<td>4.</td>
<td>Rs.4600/-, Rs.4800/-, Rs. 5400/- and</td>
<td>Rs.325/- per month</td>
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<td>Rs.6600/- per month</td>
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<tr>
<td>5.</td>
<td>Rs.7600/- and above per month</td>
<td>Rs.500/- per month</td>
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</table>

In case of death of the pensioner / family pensioner who has deposited lifelong contribution towards the scheme, the dependent family members of such pensioner / family pensioner will continue to get the benefits of the scheme.

Pensioners who are members of ICFREPHS and do not opt for the OPD facilities are entitled to a fixed medical allowance of Rs.300/- p.m. which may be revised from time to time as per the orders of the Ministry of Health & Family Welfare.

3.1. Contributions received from members of this scheme shall be credited to the relevant head of account of ICFRE and ICFRE shall finance the scheme.
3.2. The amount of contribution shall be payable by the pensioners from the date they opt for the scheme and shall be revised from time to time as per the applicable rates of contribution under Scheme approved by the Ministry of Health in its Medical Health Schemes.

3.3. The pensioners / family pensioners may opt to pay one time ICFREPHS contribution and the amount payable will be ten times the annual contribution payable at the time of retirement. The amount of one time contribution or contribution by exercising option to avail medical facilities under ICFREPHS shall be deposited in the revenues of ICFRE.

3.4. Family pensioners may contribute on the basis of last “grade pay” drawn by the deceased employee and avail the entitled medical facilities as admissible under this Scheme.

3.5. An identity card will be issued to all beneficiaries of ICFREPHS.

3.6. The functioning of the medical Scheme will be annually reviewed by the Board of Governors.

3.7. Condition of dependency shall be the same as provided in Section 2 (m) of Chapter-I

4. IDENTIFY CARDS:

The pensioners availing ICFRE Pensioners Health Scheme shall be issued Identity Cards by the ICFRE headquarter, on which a family photograph will be affixed for easy identification of the beneficiaries i.e. their eligible family members.

The Card will have joint photograph of the pensioner and his/her dependent family members certified by him/her. The pensioners are required to apply in the prescribed forms to the Competent Authority, for issue of ICFREPHS identity cards, along with the following attested documents for scrutiny:

1. Copy of pension payment order,
2. Proof of residential address,
3. Proof of age of son/daughter whose name is to be added in ICFREPHS card as dependent children.
4. Group photo in triplicate whose name is to be enclosed in ICFREPHS card including dependent children and parents.

5. An undertaking regarding the dependency of the parents.

6. For loss of identity card, the beneficiary should lodge a complaint with the police and report the matter to the Director, Institute/Dy. Director General (Admn), ICFRE (HQ), as the case may be. Duplicate Card will be issued on submission of Rs.100/- by way of a postal order/DD in favour of Drawing and Disbursing Officer, ICFRE.

7. In case of mutilation of Identity Card, the beneficiary should submit an application to the Director, Institute/Dy, Director General (Admn), ICFRE (HQ) as the case may be, along with mutilated card. Duplicate card will be issued on submission of Rs.100/- by way of a postal order/DD in favour of Drawing and Disbursing Officer, ICFRE.

5. TRAVELLING ALLOWANCE:

Pensioners permitted for treatment in another city, if such treatment is not available in the same city, on the advice of the Government specialists, shall be entitled for travelling allowance restricted to the distance up to the referral hospital available in the nearest city by the shortest route. In case of any deviation, prior permission of the Director of the Institute/DDG (Admn), ICFRE, may be obtained.

Ambulance charges shall be reimbursed to the beneficiaries provided that:

(i) the doctor treating the patient certifies in writing that conveyance of patient by any other mode would definitely endanger the patient's life or would grossly aggravate his/her condition, and

(ii) the journey is undertaken within the same city.

6. MEDICAL ADVANCE:

Medical advance in respect of treatment for himself/herself and dependent members of his/her family will be paid as per the Government approved rates (area specific) direct to the hospital on receipt of a certificate/estimate from the treating physician/Medical Superintendent of a Govt./recognized hospital as follows:

[Handwritten signature]
i. Rs. 10000/- or the amount recommended by the physician, whichever is less for indoor treatment in hospital and outpatient treatment for diseases like T.B., cancer etc.

ii. In case of major illness like by-pass surgery, kidney transplant etc., the advance may be limited to 80% of the package deal wherever it exists or the amount demanded by the hospital concerned in other cases and the balance payable on final adjustment. The amount of package deal will be subject to the ceiling prescribed by Ministry of Health & Family Welfare in its health Scheme. The receipt of the advance payment made to the authorized hospital shall be submitted to the concerned Institute/ICFRE within fifteen days.

iii. The medical advance shall be sanctioned by the Director of the Institute/Deputy Director General (Admin), ICFRE (HQ) from where the concerned pensioner/family pensioner has exercised the option.

iv. The pensioner must submit the adjustment bill within one month from the date of discharge from the hospital, failing which the amount would be recovered from his pension/family pension, based on undertaking given by him/her, while seeking medical advance.

v. The Director of the Institute/Deputy Director General (Administration), ICFRE will maintain proper records for the advance granted to the beneficiaries of ICFREPHS and its timely adjustment. It will be centrally monitored by Deputy Director General (Administration), ICFRE (HQ) and a six monthly report will be placed before the Board of Governors of ICFRE.

 handwritten dates 17/11/12
CHAPTER-III

MEDICAL FACILITIES:

The ICFREPHS provides medical services at the level of Govt. hospital / dispensary, and approved hospitals by Ministry of Health & Family Welfare. All pensioners of ICFRE covered under ICFREPHS and their dependent family members can avail the following facilities:-

The beneficiary shall be provided the reimbursement for the outpatient care, emergency services, necessary drugs, investigations, specialist consultation and treatment in super-speciality hospitals as per provision where an ICFRE pensioner / family pensioner and his / her dependent family member is entitled to receive medical attendance.

The amount paid by him/her on account of such medical attendance shall, on production of a bill and certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him/her by the ICFRE and its Institutes as per actual or applicable rates prescribed by the Ministry of Health & Family Welfare, whichever is less.

1.1 The following benefits would be extended to the beneficiaries:

a. Admission in the hospitals / dispensaries under authorized hospitals approved by Ministry of Health & Family Welfare in its health Schemes, according to entitlement/norms.

b. If the medical officer-in-charge/ AMA of the authorized hospital and dispensary feels that specialized treatment is required, he / she will refer the patient to the Recognized referral hospital providing such specialized treatment.

c. In case of emergency treatment, the pensioner and his/her dependent family members will be entitled to the same benefits as prescribed by the Ministry of Health & Family Welfare in its Health Schemes.

d. In case of super specialty treatment like coronary bypass surgery, angiography, angioplasty, cancer treatment etc., the benefits as prescribed by the Ministry of

\[ \text{[Signed]} \quad \text{[Date]} \]
Health & Family Welfare in its Health Scheme shall be made applicable to the beneficiaries.

1.2. Benefits to the retired employees of ICFRE are prospective in nature and "pensioner" who has opted for the Scheme shall only be entitled to avail the benefits after becoming a member of the ICFREPHS. Facility of the Scheme shall be made only in case the pensioner is a member of the Scheme. Pensioners who are members of ICFREPHS and do not opt for the OPD facilities are entitled to a fixed medical allowance of Rs.300/- p.m. which may be revised from time to time as per the orders of the Ministry of Health and Family Welfare.

2. **Mode of providing Medicines:**

   a. In case of chronic illness requiring prolonged treatment, medicines may be supplied/purchased for one month at a time. However, in case of beneficiaries with chronic conditions requiring prolonged treatment, the same may be dispensed up to three months also on the decision of the specialist of a Government approved hospital.

   b. For the beneficiaries residing in Dehradun, the OPD facility shall be available at New Forest Hospital, Dehra Dun.

   c. The Competent Authority who is sanctioning payment for the supply/purchase of medicines shall satisfy himself about the genuineness of the claim and may seek empty wrappers from the concerned patient.

2.1 **OPD Treatment:**

Specialist / super specialist treatment in recognized super speciality hospitals shall be available on the advice of the CMO/ MO in charge of authorized hospital for a period not exceeding three months in each instances and reimbursement shall be as per provision prescribed by the Ministry of Health & Family Welfare in its Health Schemes. Therefore, the expenditure on treatment exceeding the limit prescribed by the Ministry of Health & Family Welfare has to be borne by the beneficiary from his/her own resources.
2.2. **Indoor Treatment:**

Indoor treatment as per entitlement shall be available in authorized hospitals during non-emergent conditions on the advice of the concerned AMA. Follow up treatment subsequent to any specialized procedure or for illness shall ordinarily be valid for the period prescribed by the Ministry of Health & Family Welfare in its health Schemes.

2.3. **Treatment in emergent conditions:**

a. In emergent conditions beneficiary can go to any of the nearest hospital without being formally referred by AMA/authorized hospital.

b. Treatment in private hospitals not authorized under the scheme in medically emergent conditions will also be admissible when treatment is necessitated in such hospitals being situated nearest to the place of illness/trauma and when no other recognized facility is available nearby or due to circumstances beyond the control of the beneficiary.

c. Ambulance charges shall be reimbursed to the beneficiaries provided that:

   (i) the doctor treating the patient certifies in writing that conveyance of patient by any other mode would definitely endanger the patient's life or would grossly aggravate his/her condition, and

d. Follow-up treatment subsequent to any emergent treatment/procedure or for the illness shall be in authorized hospital.

e. The reimbursement of the medical claim covered under clause (b) above shall be made within the ceiling of rates prescribed by the Ministry of Health & Family Welfare in its health Scheme.

\[\text{Signature} \quad 13/11/11\]
CHAPTER-IV

1. SETTLEMENT OF MEDICAL CLAIMS:-

1.1 The medical settlement/reimbursement claim under the Scheme to the beneficiaries will be made as per the option exercised by the beneficiary through the concerned ICFRE Institute/Centre (from where ICFREPHS card holder has retired).

1.2 Application for settlement of medical claims

The beneficiary should make an application to the concerned authority for claiming reimbursement of medical expenditure and settlement of any advance. The claim should be filed within 3 months of discharge from the hospital. The application should be made along with the following documents:

i. Checklist, Form as per Annexure-I.
ii. All original bills.
iii. Photocopy of identity card.
iv. Discharge summary of the hospital.
v. A detailed list of all medicines, laboratory tests, investigations, number of doctors visits etc. with dates.
vi. Self-explanatory letter from the beneficiary, explaining the emergency circumstances, if applicable.
vii. Photocopies of claim papers and an affidavit on stamp paper, in case original papers have been lost.
viii. Affidavit on stamp paper by claimant, no objection from any other legal heirs on stamp papers and copy of death certificate, in case of death of the card holder.
ix. Original prescription slip and diagnostic report.

Authorities concerned may verify and check the claims based on original prescription slip and the diagnostic report. In case of any doubt, verification can be done from the hospital concerned.

1.3 Power to settle the medical claim.
i. The Director of the Institute/Deputy Director General (Administration), ICFRE will have the power to settle the medical claim upto Rs.50,000/- at a time and for bills exceeding Rs.50,000/- and upto Rs. 2 lakh, the Director General and beyond Rs. 2 lakh, BOG of the ICFRE will have the power to settle the medical claim in respect of the beneficiaries. This ceiling will not be applicable in case of package rates for cancer, by-pass surgery, kidney transplant etc. which will be settled as per the ceiling of the rates prescribed by the Ministry of Health & Family Welfare in its health scheme.

1.4 The Director of the Institute/Deputy Director General (Administration), ICFRE will keep a proper record of the medical claims, advances and their settlement. The details of medical advances and their settlement should be immediately forwarded by the Director of the Institute to the Deputy Director General (Administration), ICFRE for centralized monitoring.

1.5 A centralized monitoring of the sanction/adjustment of the advance in respect of each advance granted to the beneficiaries and their adjustment will be carried out by the Deputy Director General (Administration), who in turn shall lay all sanctions to beneficiaries before Board of Governors.
CHAPTER - V

RESTRICTION AND CONCESSION:

1.1. The jurisdiction regarding all Court cases in respect of ICFREPHS and its beneficiaries shall be at Dehradun.

1.2. The power to relax or extend medical treatment facilities to ICFRE pensioners, if any, not covered under the provisions adopted by the ICFRE shall be vested with the Board of Governors of ICFRE with the approval of the Ministry of Environment and Forests, New Delhi.

1.3. In case of any doubt, verification can be done from the hospital concerned.

1.4. The benefits of the Scheme are prospective in nature i.e. only after becoming a member of the Scheme by the beneficiaries.
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION PENSIONERS HEALTH SCHEME - 2012

FORM FOR REIMBURSEMENT OF MEDICAL CLAIMS OF (ICFREPHS) BENEFICIARIES.

Computer No.

(To be filled by the claimant)

1. ICFREPHS Token No:


3. Full name of the card holder (Block Letters):

4. Full address:

5. Telephone No. (O) .................. (R) ..................

6. E-mail address if, any:

7. Name of the Bank .................. Branch .................. SB A/C.

8. Name of the patient & relationship with the card holder:

9. Basic Pension

11. Name of the Hospital with Address:
   (a) OPD treatment and investigations.
   (b) Indoor Treatment.

12. Date of admission .................. Date of discharge ..................
   (In case of Indoor Treatment only)

10. Total amount Claimed
   (a) OPD Treatment.
   (b) Indoor Treatment.

13. Details of Permission:
14. Details of Medical advance if, any:

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependant on me. I am a ICFREPHS beneficiary and the ICFREPHS card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date: 

Signature of ICFREPHS card holder

Note: Misuse of ICFREPHS facilities is a criminal offence. Suitable action including cancellation of ICFREPHS card shall be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.

***************
To

1. All Director of the Institutes of ICFRE.

2. The DDG(Admin), ICFRE.

Sub: Approved minutes of the meeting of the committee for finalisation of modalities for implementation of ICFREPHS.

Sir,

Please find enclosed herewith the approved minutes of the meeting of the committee for finalisation of modalities for implementation of Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS) for kind information and further necessary action.

The bank account pertaining to ICFREPHS will be operated by the Under Secretary, Pension Cell under the Administrative and Financial control of the Dy. Director General (Admin), ICFRE.

Yours faithfully

Encl: As stated above.

(Sudhanshu Gupta)
Secretary, ICFRE
Proceedings of the meeting of the committee for finalization of modalities for the implementation of the Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS)

In pursuance of the Committee constituted by the Director General, ICFRE vide Notification No.57-20/2012-ICFRE dated 14.01.2013 for finalization of modalities for the implementation of the Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS), the first meeting of the Committee was held on 21.01.2013 in the ICFRE Committee Room under the Chairmanship of Shri Sudhir Kumar, Scientist 'F'/Special Director (EM).

The meeting was attended by the following members:

1. Dr. M.S. Rana, CMO Incharge New Forest Hospital. Special Invitee. (Co-opted)
   Member
2. Shri R.C.Pali, Retired E&AO
   Member
3. Shri Narendra Kumar, Assistant, DDO(Admin) Office, ICFRE
   Member
4. Shri J.P.S.Rana, Chief Pharmacist New Forest Hospital, FRI
   Member
5. Shri R.S.Sharma, Under Secretary Directorate of Admin. ICFRE
   Member-Secretary

At the onset, the Chairman welcomed the members and briefed about salient feature of ICFREPHS and the scope of the committee laid down in the notification dated 14.01.2013. The following points were discussed at stratum.

1. To frame modalities for opening of ICFREPHS Account in ICFRE (Hqrs.) and payment of medical claims of ICFRE Pensioners.

The Committee discussed the matter in detail and decided that a separate Bank Account may be opened at the ICFRE (Hqrs.) level in Union Bank of India, Forest Research Institute Branch, P.O. New Forest, Dehradun in the name of "ICFREPHS" under the overall administrative and financial control of Deputy Director General (Admin.), ICFRE. The said Account shall be operated by the Drawing & Disbursing Officer (Admin.), ICFRE or the Under Secretary, Pension Cell duly authorized by the competent authority for such purposes, as per the approved procedure and guidelines on the subject.

The medical reimbursement claims in respect of the member of ICFREPHS may be examined/scrutinised and paid by the Institutes concerned after observing all required procedures and rules and then subsequently claim reimbursement from the
4. **Issue of Membership Identity Cards.**

The Committee decided to issue ICFREPHS medical treatment cards to every member of the scheme. The format of the card may be adopted as per card issued by the CGHS, with any modification, as per requirement for the beneficiaries of the scheme.

5. **Modalities for making payment direct to Hospitals/medical Institutions/Laboratories for treatment in respect of indoor and OPD treatment.**

As discussed in para 2 above, the Committee is in process to obtain willingness of recognized hospitals recognised under CGHS and other specialized hospitals for providing cashless medical facility to the pensioners of ICFRE as per prescribed rates of CGHS. Dr. M.S. Rana, CMO New Forest Hospital clarified that the pensioners will also be entitled for medical treatment from State Government Hospitals where costless facilities are not available and in such cases individual concerned is required to make the payment for the medical treatment availed and cost on which can be claimed for reimbursement of the bills from ICFREPHS account as per the approved norms and approved rates for the recognised hospitals as per the provisions of the Rules.

After detailed discussion and taking into consideration of all factors in light of rules and guidelines as available under CGHS, the Committee recommends modalities for making payment as follows:

1. The ICFREPHS Account shall be monitored and exercise control centrally by the DDG (Admin.) ICFRE, Dehradun for all such matters that may be covered by relevant provisions and rules on the subject.

2. A full fledged Cell for this purpose may be created and set up in ICFRE (Hqrs.) for dealing with all matters related to enrolment of pensioners in ICFREPHS, issue of cards, matters concerning to payment and reimbursement of claims to Institutes and maintaining proper records. The proposed Cell may be under the control of DDO (Admin.) ICFRE or Under Secretary Pension Cell, as may be authorised by the competent authority to discharge the duties as provided for ICFREPHS.
Copy along with a copy of the proceedings of the meeting held on 21.01.2013 forwarded for information and necessary action to:

1. Secretary, ICFRE
2. All Members of the Committee
3. Administrative Officer DG's Office, ICFRE.

(R.S. SHARMA)
Member-Secretary, ICFREPHS &
Under Secretary (Admin.), ICFRE
INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An Autonomous Body of the Ministry of Environment & Forests, Govt. of India)
P.O. New Forest, Dehradun – 248 006

No. 57-20/2012ICFRE

CIRCULAR

Sub: Implementation of Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS).

For the implementation of the Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS), the Director General, ICFRE had constituted a committee for setting up the modalities etc. As a part of process, the Chairman of the Committee has submitted draft formats of following documents:

1. Application for ICFREPHS Card for the Pensioners of ICFRE.
2. ICFREPHS Card.

The abovementioned draft formats are circulated herewith, for favour of suggesting modifications etc., if any, before finalization of the same.

(S.D. Sharma),
Secretary,
Indian Council of Forestry Research & Education.

1. All Directors of Institute/Head of Centres under ICFRE.
2. DDG(A:min.), ICFRE
3. All the Staff Associations.
4. DDO (ICFRE)/Under Secretary, Pension Cell, ICFRE.
5. Administrative Officer, DG Office.
संख्या में रहने हुए विक्रया पहचान कार्ड सा./Medical Identity card No. while in service नागरिक विक्रिया अनुसार एवं विधियां पदार्पण के प्रमाण के लिए जनावरीशिष्य स्वास्थ्य योजना कार्ड देने अधिकृत पद प्राप्त APPLICATION FOR ICFCREPHS CARD FOR PENSIONERS OF ICFCRE

1. आवेदक का नाम / Name of the Applicant .................................................................

2. क्रमांक / Category .................. पेशेवर / Pensioners .......................... अन्य Other (कृपया उल्लेख करे /Pl-Specify)

3. विभाग संबंधित संस्था का नाम जहाँ से सेवा निवृत्त हुई .................................................................

4. पद एवं कैलेंडर संख्या संबंधित हुए /Post and Pay scale from which retired

5. अंतिम शेड / Last Pay मूल पेशेवर / Basic pension (रेटिंग के मामले में / in case of pensioners) पूर्व सशस्त्रविभ / Pre revised .................................................................

6. आवासीय पता / Residential Address .........................................................................................

7. टेलिफोन सं. / Telephone Number:
   (आ / R) ........................................................................................................................
   (मो / M) ........................................................................................................................

8. ई-मेल आई / e-mail ID ........................................................................................................

9. अधिवक्ता की तिथि / Date of Superannuation दिनांक / Date ….. मह ..मह , मह वर्ष…..वर्ष / Year

10. परिवार का विवरण / Details of Family
    (* यह जानक भी दे सकते सरकार की परिभाषा एक से /Please see definition of Family before filling up this column)

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<tr>
<th>क्रमांक</th>
<th>परिवार के सदस्य का नाम / Name of Family members</th>
<th>बालादर्शित कार्ड/दर्शित कार्ड के साथ संबंध / Relationship to ICFCREPHS Card Holder*</th>
<th>जन्म तिथि / Date of Birth (अनिवार्य / Compulsory)</th>
<th>रूप / Blood Group (अनिवार्य / optional)</th>
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11. कृपया उल्लेखित हो सकता है की आप का प्रमाण अधिकृत लगाए /Please attach proof of age of persons mentioned above:

12. जानक तक पर वह परिवार के नाम दिए गए है वे आप पर अधिकृत है और आपके साथ रहते हैं ? है / नहीं
    Are all the persons whose names are given above are dependant upon you and are residing with you?

    याद रखिए की अस्पताल अधिकृत पद कर्मचारी के प्रमाण लगाए जाते हैं।
    Please attach proof of their staying with you. Like copy of Ration Card / Election ID / Passport / Identity Card issued by college school / University / Bank Pass Book, etc.
12. नीचे दिए गए स्थान पर (स्थान सहित) परिवार के प्रत्येक सदस्य के नाम (दोनों भाषाओं में) अपने परिवार 'के' भाग के रूप में लिखित किए जाने हैं कि हज़ारा पत्र के आवाज के रूप में फॉर्म में नाम दोनों भाषाओं में लिखे।

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13. स्थान सहित परिवार के सभी आवश्यक सदस्यों की गूँध कोटी की तीन प्रतियाँ संलग्न करें।

Attach three Joint Photograph of dependent family members (including self).

14. भावास्त्रिक स्वास्थ्य योजना के लिए अधिकार का विकल्प / Option of duration for availing ICFREPHS

मैं त्योहार देता हूँ कि इस आवेदन कार्य के रूप में समर्पित मेरे परिवार के सदस्यों के आवश्यक चालावृत्त में प्रत्येक कोई बदलाव आता है तो मैं भावास्त्रिक स्वास्थ्य योजना को तकनीक सुधित करना। यदि मैं सुधार करने में असफल होता हूँ और यदि भावास्त्रिक योजना को बदलाव के बारे में पता लग जाता है तो भावास्त्रिक द्वारा भावास्त्रिक स्वास्थ्य योजना की सुधारित वार्तालाप ती जांचों और भावास्त्रिक और / या जांच प्रशिक्षण को घट लेने के लिए विवेचना भी कर सकता है।

I undertake to intimate to ICFREPHS immediately if there is any change in dependency criteria of my family members included in this application from. If I fail to intimate and if the ICFRE comes to know of the change then the ICFREPHS facility is liable to be withdrawn by the ICFRE and the ICFRE and/or appropriate authority will be free to initiate any action against me.

मैं त्योहार देता हूँ कि भावास्त्रिक स्वास्थ्य योजना की सुधिता पूरा न होने पर, मैं भावास्त्रिक स्वास्थ्य योजना कांड संपूर्ण।

I undertake to surrender the ICFREPHS Card(s) on ceasing to be eligible for ICFREPHS benefits.

मैं प्रबन्धित यह शर्त है कि इस आवेदन में मेरे द्वारा किए गए सूचना जीविका करने पर दो पृष्ठ पढ़ने और कोई सूचना छुपाने नहीं कहा है और गलती तरीके से किए गए हैं और मैं इसके लिए पूर्ण समीक्षण हूँ।

I certify that the information furnished by me in this application has been verified to be correct and that no information has been concealed or has been misrepresented and I stand by the same.

अनुसूचक / End : आवाजील / आवश्यकों के साथ रहने का प्रमाण / Proof of Residence/Stay of dependents.

पूरा की आवेदक का प्रमाण / विषयवस्त्र परिवार पत्र / Proof of age or Disability certificate

संख्या में रहने हेतु या विविधताप्रद हरण कार्ड के सम्बन्ध का प्रमाण पत्र / Surrender Certificate of Medical Identity Card while in service

जीविका तथा विशेष आवेदन पत्र की अनुसूचित प्रतियाँ / Attested copies of PPO& Last Pay Certificate
To:
The DFO (Admin.), ICPE, P.O. New Forest, Dehradun - 248006

From:
Smt. Private Ward

Date:
26-08-2020

Subject: Verification of Permanent Dependents' Allowance

Dear Sir,

I am writing to request the verification of Permanent Dependents' Allowance for my dependents as per the attached documents.

Enclosed herewith are the necessary documents for the same.

Yours sincerely,

[Signature]

Enclosed DD Leaving No.

[Signature of Applicant]

[Bank Details]
### INSTRUCTION

**परिवार की परिभाषा / Definition of Family**

(1) पति / Husband पत्नी / Wife  (केवल पहली पत्नी First wife only)

(2) अभिषित माता पिता / माता पिता नहीं (पति दल्लक हैं केवल दल्लक और असली माता पिता नहीं)

Dependent Parents/Step Mothe (In case of adoption, only adoptive & not real parents)

(3) या दल्लक मिता की एक से एक अधिक पत्निया है, केवल पहली पत्नी।

If adoptive father has more than one wife, the first wife only.

(4) मृत्यु अभिषित कर्मचारी के लिए आपने अभिषित माता-पिता या अभिषित सात-ससुर को समन्वित करने का विकल्प है; निर्देशानुसार केवल एक बार वदला जा सकता है।

A female employee has a choice to include either her dependent parents or her dependent parents-in-law; option exercise can be changed only once during service.

(5) कभी किसीबी कर्मचारी को रहते हुए कानून समन्वित दल्लक बच्चे, सौंपने करने, संरक्षण के लिए गए कभी समन्वित है।

Children including legally adopted children, step children and children taken as wards subject to the following conditions:

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| (i) | पुत्र / Son | कमाना शुष्क करने या 25 वर्ष की आयु प्राप्त करने तक जिन्हें भी पहले रहे हो
|   |   | Till he start earning or attains the age of 25 years, whichever is earlier. |
| (ii) | पुत्री/Daughter | कमाना शुष्क करने या शादी हो जाने तक, आयु की कोई तीमा नहीं, जिन्हें भी पहले रहे हो
|   |   | Till she start earning or gets married, irrespective of the age limit, whichever may be earlier. |
| (iii) | पुत्र किसी भी तरह की स्वाभी मालिकता से पॉर्टर्ट (प्राथमिक या मानसिक) जैसा कि नीचे परिवारित है
|   | Son suffering from any permanent disability of any kind (Physical or mental) as defined below |
|   | कोई आयु तीमा नहीं |
|   | Irrespective of age limit |
| (iv) | अभिषित तलाकशुदा / परिवारित या अपने पति से अलग / विवाह लंकिया या अभिषित सिविलिजिट तलाकशुदा / परिवारित या अपने पति से अलग / विवाह लंकिया वहने
|   | Dependent divorced/abandoned or separated from their husband/widowed daughers and dependent unmarried divorced abandoned or separated from their husband/widowed sisters |
|   | कोई आयु तीमा नहीं |
|   | Irrespective of age limit |
| (v) | अभिषित असफल भाई / Dependent minor brother(s) | व्यस्त होने की आयु तक |
|   | Upto the age of becoming a major. |

25 वर्ष से उपर विकल्प पुत्र के लिए माता/पिता/भाई अस्सी योजना की सुविधायाँ प्राप्त करने हेतु कृपया सभी प्राधिकृतों के लिए जमी प्रविधियों का प्राप्त करें।

For the purpose of availing ICFREPHS facility for a disabled son above 25 years. Please attach a copy of the certificate of disability issued by the competent authority.
Disability: will be defined in section 2(l) of the persons with disabilities (equal opportunities protection of rights and full participation) act, 1995 (No:1 of 1996 which is reproduced below:

Disability means

a. blindness
b. low vision

c. leprosy cured

d. hearing impairment

e. locomotor disability

f. mental illness

g. mental retardation

h. other physical handicap.

Annexure/dependency:

Members of family (other than spouse) whose is less than Rs.3500/=+DA per month are treated as dependents and are normally residing with ICFRE beneficiary.

Additional Documents are to be enclosed:

1. residence card/proof of stay of dependents (copy of ration card/election id/passport/identity card issued by college/school/university/bank pass book etc.)

2. proof of age of son

3. attested copy of disability certificate issued by competent authority (in case of dependent son aged 25 and above)

5. surrender certificate of medical identity card while in service

4. attested copy of PPO or last pay certificate

Contribution by pensioner should be made by bank draft (scheduled banks) payable in Dehradun in favour of Under Secretary, ICFREPHS, Dehradun.
धार्मिक अधिकारियों व वर्तनीय अधिकारियों का विशेष पत्र
ICFREPS Card No.

पूरा नाम
Name in full

सेवानिवृत्ति की तिथि
Date of Retirement

आयु:
Age:

संस्थान/ कार्यालय, जहाँ से सेवा निवृत्त हुई है
Institute/Office from which retired

पद एवं वेतनमान जिससे सेवानिवृत्त हुए
Post and Pay scale from which retired

अंतिम वेतनमान/ Last Pay/
मूल पेशेन/ Basic Pension

रिहायशी पता
Residential Address

चिकित्सालय/ औषधालय
Hospital/Dispensary

वैधता की अवधि/ Validity period

बढाई गई वैधता की अवधि/ Validity extend upto

पेशेवर के हस्ताक्षर/ अंगूठे का निशान
Signature/Thumb impression of Pensioner

मोहर सहित जारी करने वाले प्राधिकारी के हस्ताक्षर
Signature of Issuing authority with seal

जारी करने की तिथि
Date of Issue

मोहर सहित फोटोग्राफ
Stamp with Photograph
परिवार के सदस्यों का व्यंग्‌य / Details of Family

<table>
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<tr>
<th>क्रमं नो सीएल कोड</th>
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<th>जन्म हिस्सा Date of Birth</th>
<th>संबंध Relationship</th>
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दूरभाष नो / Phone No. आई / R. __________________________ (मो / M)

हिदायतें / Instructions:

1. परिवार के अन्तरगत माता–पिता, बहनें, बहनें, बहनें, पुत्रियां, छोटे भाई और बड़े और बेरोजगार पुत्र, विना आय सीमा के बेरोजगार और अधिकारियों पुत्रियां आते हैं, यदि वे रेत्य नो के साथ ही रहते हैं और उनकी सभी साधनों से मासिक आय 3500/- रु. से कम है।

Family includes Parents, Sisters, Widowed Sisters, Widowed daughters. Minor brothers and children, sons and daughters unmarried & unemployed, irrespective of age limit, if they are residing with Pensioners and their income from all sources is less than Rs.3500/-

2. कार्ड के गुम होने को सूचना शीघ्र ही जारी करने वाले प्राधिकारी / Nodal Officer द्वारा बाध्य है।

The loss of this card should be reported immediately to issuing authority and to nearest Police Station.

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<tr>
<th>कार्ड (अधिकार की अवधि)</th>
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<tr>
<td>किस तारीख तक कार्ड बदल गई है</td>
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</tbody>
</table>
1. पहचान न पत्र की किसी भी प्रकार से आवश्यकता न होने पर उसे जारी करने वाले 
प्राधिकारी को सींप दें। अन्यथा लाभार्थी को फिर इस योजना में सममिलित होने के लिए 
असमन की बकाया सासी का युनियन करना पड़ेगा। 
In case the card is not required due to any reasons the same may be surrendered to 
Issuing Officer failing which the beneficiary has to pay arrears to the 
contribution for his re-admission.

2. भारतीय दण्ड सहित के अन्तर्गत कार्ड का दुर्लक्षण करना कानूनी अपराध है। 
Misure of this Card is a cognizable offence under I.P.C.

3. रिहायश बदलने पर सम्बन्धित कर्मचारी/लाभार्थी को चाहिए कि वह कार्ड पर रिहायशी 
पता बदलता ले। 
In case of change of residence, the holder should get the residentia address 
changed.