



## INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Administrative Circular No. 11 /2011 dated 18<sup>th</sup> August 2011**

### **Sub: POST RETIREMENT MEDICAL SCHEME (PRMS) FOR RETIRED EMPLOYEES OF IIT KHARAGPUR**

The Board of Governors at its 168<sup>th</sup> meeting held on 22<sup>nd</sup> April 2011 approved a medical scheme for providing medical facilities to the employees of the Institute after retirement, existing pensioners and family pensioners. For this purpose a corpus is being created with Rs.20 crores initially out of the non-plan grant of Rs.10 crores and the rest from the SRIC Fund and subscriptions from the existing employees, pensioners and family pensioners.

The scope of the Scheme is limited to treatment undertaken in India only. The scheme will be operational with effect from 1<sup>st</sup> September 2011. The following are the salient features of the Scheme which will be operational for existing self pensioners and family pensioners:

1. Any existing self/family pensioner desirous of availing the scheme has to contribute the equivalent contribution of 20 years in a lumpsum at the rate of Rs.300.00 / Rs.200.00 / Rs. 100.00 per month (Faculty & Group A Officers / Group B employees / Group C & D employees respectively). The above rate of subscription will be reviewed after every 5 years by a Committee constituted by the Director and representing all sections of IIT community based on substantial changes in the pay structure/cost of treatment.
2. The facility will be available to self pensioners and their spouse and family pensioners only.
3. If husband and wife are pensioners, the contribution will be covered from only one of them whose pay was higher and both will not be eligible for fixed medical allowance.
4. All medical facilities as applicable to serving employees will be provided to self pensioners and their spouse and family pensioners.
5. Pensioners opting for the scheme will not be eligible to monthly Fixed Medical Allowance (FMA) of Rs.300.00. In addition they will have to pay lumpsum amount equal to 20 years subscription as per their category in one installment.
6. Pensioners not opting for the scheme will be paid FMA @ Rs.300.- p.m as usual.
7. No refund of subscription will be permissible under any circumstances.
8. Terms of reimbursement:
  - (a) The retired employees, pensioners and family pensioners who are residing in and around Kharagpur may avail of the medical facilities available at B.C. Roy Technology Hospital. The medical facilities which are not available at B.C. Roy Technology Hospital and those cases where the specialized diagnosis of sophisticated treatment is required, may avail the facility of treatment in Government / CGHS / Institute recognized/ approved specialized Hospitals/Nursing Homes etc. at par with the existing employees of the Institute.
  - (b) The retired employees, pensioners and family pensioners in other cities outside Kharagpur may get OPD treatment and tests/investigations/consultation/ hospitalisation in Government/CGHS/Institute recognized Hospitals/Nursing Homes etc and Registered Medical Practitioners. The cost of treatment will be reimbursed as per CGHS rates as applicable to the existing employees.

- (c) For availing medical reimbursement under the scheme the pensioners/family pensioners should apply on a prescribed form enclosing thereto original cash memos and other related documents to Deputy Registrar, Accounts Section IIT Kharagpur indicating pension A/c No., current postal address with PIN code, e-mail/telephone no. and bank details. The Accounts Section after scrutiny will then put up the claim to a Committee constituted by the Director for approval. On approval of the Committee the payment will be made to the pension account.
9. The Institute reserves the right to make such policy related modification/changes in the Scheme as may be decided by the Board time to time.

Any self/family pensioner desirous of availing the scheme may submit his/her option to join the scheme to the Registrar, IIT Kharagpur in the **format enclosed** within **18<sup>th</sup> September 2011**. **Assistant Registrar (Accounts-II)** is requested to send a copy of this Administrative Circular along with the Option Form to all pensioners and family pensioners expeditiously.

**Registrar**

Encl : as above.

To

1. Assistant Registrar (Accounts-II) – for necessary action
2. Deputy Registrar (E)
3. Chairman, ACSSC
4. Chairman, ERP Cell
5. PMO, B C Roy Technology Hospital
6. Secretary to Director
7. Secretary, Deputy Directors' Office
8. Secretary, Registrar' Office
9. Web Administrative Notice



## INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

### Administrative Circular No. 12 /2011 dated 18<sup>th</sup> August 2011

#### Sub: **POST RETIREMENT MEDICAL SCHEME (PRMS) FOR EXISTING EMPLOYEES OF IIT KHARAGPUR**

The Board of Governors at its 168<sup>th</sup> meeting held on 22<sup>nd</sup> April 2011 approved a medical scheme for providing medical facilities to the employees of the Institute after retirement, existing pensioners and family pensioners. For this purpose a corpus is being created with Rs.20 crores initially out of the non-plan grant of Rs.10 crores and the rest from the SRIC Fund and subscriptions from the existing employees, pensioners and family pensioners.

The scope of the Scheme is limited to treatment undertaken in India only. The scheme will be operational with effect from 1<sup>st</sup> September 2011. The following are the salient features of the Scheme which will be operational for existing employees:

1. Existing employees can join the scheme by contributing a monthly subscription at the rate of Rs.300.00 / Rs.200.00 / Rs. 100.00 (Faculty & Group A Officers / Group B employees / Group C & D employees respectively) which will be deducted from their salary for a period of 20 years after receiving option to join the scheme. The above rate of subscription will be reviewed after every 5 years by a Committee constituted by the Director and representing all sections of IIT community based on substantial changes in the pay structure/cost of treatment.
2. New employees will have to contribute for a period of 20 years from the month of joining, if they want to avail the scheme. New employees who do not join the scheme may opt to join the scheme subsequently by paying the contribution from the month of joining the Institute for a period of 20 years.
3. The amount of subscription in respect of existing and new employees will change according to the change in category of the employees during their service in the institute.
4. If both husband and wife are employed, the subscription will be covered from the employee with higher salary among them.
5. In order to be eligible for availing medical facilities after retirement, an employee must have paid the monthly contribution for a minimum period of 20 years. In case the employee retires before completion of 20 years of service, the balance subscription can be paid by the employee concerned in one/two installments.
6. The subscription will be payable during the period of duty/suspension/leave.
7. No refund of subscription will be permissible under any circumstances.
8. If an employee dies during service, his/her spouse will have the option to continue in the scheme after paying the monthly contribution as was being paid by the deceased employee for the remaining period.

9. Terms of reimbursement after retirement:

- (a) The retired employees, pensioners and family pensioners who are residing in and around Kharagpur may avail of the medical facilities available at B.C. Roy Technology Hospital. The medical facilities which are not available at B.C. Roy Technology Hospital and those cases where the specialized diagnosis of sophisticated treatment is required, may avail the facility of treatment in Government / CGHS / Institute recognized/ approved specialized Hospitals/Nursing Homes etc. at par with the existing employees of the Institute.
- (b) The retired employees, pensioners and family pensioners in other cities outside Kharagpur may get OPD treatment and tests/investigations/consultation/ hospitalisation in Government/CGHS/Institute recognized Hospitals/Nursing Homes etc and Registered Medical Practitioners. The cost of treatment will be reimbursed as per CGHS rates as applicable to the existing employees.
- (c) For availing medical reimbursement under the scheme the pensioners/family pensioners should apply on a prescribed form enclosing thereto original cash memos and other related documents to Deputy Registrar, Accounts Section IIT Kharagpur indicating pension A/c No., current postal address with PIN code, e-mail/telephone no. and bank details. The Accounts Section after scrutiny will then put up the claim to a Committee constituted by the Director for approval. On approval of the Committee the payment will be made to the pension account.

10. The Institute reserves the right to make such policy related modification/changes in the Scheme as may be decided by the Board time to time.

Employees desirous of availing the scheme may submit his/her option to join the scheme to the Registrar, IIT Kharagpur in the **format enclosed** within **18<sup>th</sup> September 2011**. All Heads of the Departments/Centres/Schools/Sections/Units are requested to bring it notice to all staff members concerned.

**Registrar**

Encl : as above.

To

1. All Heads of the Departments/Centres/Schools/Sections/Units
2. Deputy Registrar (E)
3. Deputy Registrar (F&A)
4. Chairman, ACSSC
5. Chairman, ERP Cell
6. PMO, B C Roy Technology Hospital
7. Secretary to Director
8. Secretary, Deputy Directors' Office
9. Secretary, Registrar' Office
10. Web Administrative Notice