



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड  
Oil and Natural Gas Corporation Limited  
निगमित नीति अनुभाग  
Corporate Policy Section

“ग्रीन हिल्स”, ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून  
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN  
Tel No. 0135 – 2792182; Fax No. 0135 - 2758156

No. ONGC/ER/CP/MED/012

Dated: 21.05.2019

**OFFICE ORDER (26/2019)**

**Subject: Rationalization of Reimbursement for treatment expenditure in non-panel centers.**

Reference is invited to office order No. 16(54)/99-2000/Welfare dated 26.12.2000 regarding reimbursement of medical claims in respect of employees and their dependent family members for the treatment in a non-empanelled Private Trust and Charitable Hospitals / Nursing Homes where ONGC does not have facilities and establishments & office order No. ONGC/ER/CP/Medical/017 dated 10.08.2006 regarding reimbursement of expenses incurred on High Cost Medical Treatment **(Copies enclosed)**.

2. The Executive Committee (EC) in its 522<sup>nd</sup> meeting held on 21.02.2019 at New Delhi has reviewed the provisions and approved following guidelines for reimbursement:

**(i) For Medical treatment other than dental:**

<b>Locations where ONGC does not have empaneled hospitals/centers</b>	
Category/ Class of city	Reimbursement
X Class Cities	As per 100% of latest KEM Hospital, Pune, Rates or actuals whichever is lower.
Y Class Cities	As per 90% of latest KEM Hospital, Pune, Rates or actuals whichever is lower.
Z Class Cities	As per 80% of latest KEM Hospital, Pune, Rates or actuals whichever is lower.
Rates/Procedures not available in KEM Hospital, Pune.	Medical Head/In-charge of the location will come to a logical conclusion, considering the above guidelines and the rates to be certified will be as per the empanelled rates at the work centers or nearest work center (if treatment availed at the non-ONGC location)
<b>Locations where ONGC does have empaneled Hospitals/centers</b>	
Claim shall be examined with respect to ONGC Empanelled Hospital/ Centre rates at the station. The claim shall be examined with the rates of the equivalent empanelled hospital. The equivalence shall be examined by the location Medical In-charge, ONGC.	



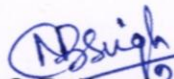
- Where treatment is availed at a location where ONGC has empaneled hospitals, after stabilization of the patient's condition, he/she may be shifted to an empanelled hospital wherever possible, with the recommendation of the treating doctor, describing the emergency nature, provisional diagnosis, treatment given & present condition of the patient, through location medical In-charge. The consent of the patient/relatives may be given due consideration in this regard.
- Breakup of charges, pathological investigation, tests etc. must be provided along with prescription of the doctor, emergency certificate of treating doctor, discharge summary of the hospital, in case of inpatient treatment and applicants request in writing.
- A certificate from the treating doctor, certifying the emergency nature of condition & medical exigency shall be a mandatory requirement.

**(ii) Dental treatment taken from non-panel Dentist/Dental Centre.**

Category/ Class of city	Reimbursement
X Class Cities	As per 100% of latest Sir Ganga Ram Hospital, Delhi, Rates or empaneled rates or actuals whichever is lower.
Y Class Cities	As per 90% of latest Sir Ganga Ram Hospital, Delhi, Rates or empaneled rates or actuals whichever is lower.
Z Class Cities	As per 80% of latest Sir Ganga Ram Hospital, Delhi, Rates or empaneled rates or actuals whichever is lower.

- (iii)** Condonement of delay in submission of medical claims requires the approval of competent authority as per BDP.
- (iv)** Treatment taken in Government hospital may be reimbursed as per actuals, subject to admissibility of the treatment.
- (v)** The revised guidelines shall be effective from the date of issue of office order. Past cases already decided, shall not be re-opened.
- (vi)** The level of approving authority would be as per powers delegated in the BDP.
- (vii)** Income tax liability, if any, on account of treatment availed in non-empanelled hospitals shall be borne by the beneficiary.

**3.** Office Order No. ONGC/ER/CP/Medical/017 dated 10.08.2006 regarding reimbursement of expenses incurred on High Cost Medical Treatment is hereby withdrawn.

  
 (N C Baliarsingh)  
 General Manager (HR)

OIL AND NATURAL GAS CORPORATION LIMITED  
DIRECTORATE OF ADMINISTRATION  
TEL BHAVAN: DERHADUN

NO.16(54)/99-2000/Welfare

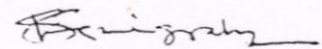
Dated: 26.12.2000

OFFICE MEMORANDUM

The reimbursement of medical claims in respect of employees and their dependent family members for the treatment in a non-empanelled Private Trust and Charitable Hospitals/Nursing Homes where ONGC does not have facilities and Establishments, was under consideration for some time.

2. It has now been decided that the reimbursement of medical claims in respect of employees and their dependent family members for undertaking such treatment may be restricted to the rates fixed by KEM Hospital, Pune. However, the reimbursement of charges for dental treatment may be restricted to the rates being charged by St. Stephen Hospital, Delhi. The rates fixed by KEM Hospital and St. Stephen Hospital will be available with the Head of Medical Services at Projects/Regions/Hqrs. The rates fixed by KEM Hospital, Pune and St. Stephen Hospital, New Delhi for dental treatment will only be applicable for 'A' class cities. For 'B' and 'C' class cities the admissibility of reimbursement will be to the extent of 80% and 60% of KEM/St. Stephen rates respectively.
3. In this regard all claims of medical reimbursement should be routed through Medical Officer Incharge of the Establishment where the employee is posted.
4. Whenever ONGC has fixed package rates at the station for various type of treatment, employees may be given reimbursement accordingly.
5. Whenever any employee or his/her dependent family member is referred for out station for medical treatment where ONGC has its own Establishment the case may be referred to Head of Medical Services of that Establishment for further reimbursement.
6. The rate list of KEM Hospital, Pune and St. Stephen Hospital, New Delhi are ~~enclosed for ready reference.~~ *followed along with post copy.*
7. This has the approval of competent authority.

Encl: As above

  
(S.K Panigrahy) 26/12  
Manager(PR)-Admn.

FOR Dy. General Manager(Admn)

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