



# हरियाणा केंद्रीय विश्वविद्यालय

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित)

जांट-पाली, महेंद्रगढ़- 123031 (हरियाणा)

## CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh-123031 (Haryana)

No. CUH/UHC/2022/124

Date: 23.11.2022

### अधिसूचना / NOTIFICATION

With the approval of the Competent Authority, the Policy regarding the services of the University Health Centre for information of all concerned is hereby with immediate effect.

#### **1. OPD Facilities**

##### **Permanent Employees and their Dependents**

OPD facility shall be provided to the permanent employees and their dependents in the University Health Centre free of cost along with laboratory facilities. Medicines shall be provided free of cost depending on its availability. Reimbursement of medicine or hospitalization expenses if any as per CGHS medical rules.

##### **Students of University**

OPD facilities shall be provided to all the present students of the university free of cost. Medicines shall be given free of cost depending on its availability. They will not be entitled to any medical reimbursement claims.

##### **Contractual and Outsource Employees**

OPD facilities shall be provided to all contractual and outsource employees and their dependents free of cost. Medicine available in stock will also be available for them for 3 days (Dependents not Considered). Patient shall be further referred to nearby PHC Pali or Civil Hospital, Mahendergarh. They will not be entitled to any medical reimbursement claims.

#### **2. Emergency facilities**

Emergency facility shall be available 24\*7 in University Health Centre.

In case of any severe injury patient shall be referred to Civil Hospital Mahendergarh via university ambulance free of cost. Prior to that first aid treatment should be given to the patient and should be sent for further evaluation with his/her known attendant or medical staff (if any attendant is not available).

After OPD hours patient may visit in emergency facility, availability of medical staff shall be 24\*7. The patient shall be given one-day medicine or injections for symptomatic relief from emergency stock and may be asked to revisit medical officer the next day in OPD hours for further investigations and management.

Each patient entry to be done in emergency record register with complete details and medicines given.

### **3. Laboratory Facilities**

Laboratory facilities shall be provided to all permanent employees and their dependents, all students and other employees working on contractual and outsource basis (Dependents are not considered).

All kind of available laboratory investigation are only to be performed on advise of the duty Doctor. The decision for prescribing any investigation and its need shall solely rest on the Duty Doctor.

For already diagnosed & known cases, the follow up investigation shall be done on Doctor's advice only.

Reimbursement shall be considered for those investigations only which are not available at University Health Centre and prescribed by treating Doctor.

Record for all investigation to be maintained with complete details of patient.

### **4. Ambulance Services.**

Ambulance services shall be provided only to critically ill patients and for emergency cases. The ambulance services are not available for basic services like report collection or normal consultation with specialized doctor outside university campus.

The final decision whether a patient requires an ambulance or not shall rest with on duty doctor.

Ambulance services shall be provided to bring ill patients from hostels to Health Centre and drop them to respective hostels after treatment.

Ambulance services shall be free for all students and employees of University till Civil Hospital Mahendergarh. If the patient is further referred to higher center for further management, He / She may take Govt. Ambulance available at Civil Hospital Mahendergarh. The Maximum halting time for university ambulance outside the campus shall not be more than one hour.

Proper record of referred patient to be maintained and Xerox of prescription to be recorded.

### **5. Health Record Book**

Health record books of employees and their dependents shall be made available for seeking consultation from Doctor at Health Centre. Health record books are to be maintained by the concerned employee.

### **6. Other Sections of beneficiaries including workers engaged in the Campus by Contractors.**

A one-time lump sum amount of Rs. 5000/(approx.) shall be charged from the contractors per contract for treatment of workers engaged by them for availing treatment for accident/occupational emergency cases &OPD consultation.

Dressing of wound shall be done for free of cost & general medicines (analgesics, antipyretics, antacids) may be given upto 3 days. Ambulance services upto Civil Hospital Mahendergarh in case of accident/ emergency cases shall be made free of cost.

## **7. Medicines Distribution in Pharmacy.**

Medicines to be given to patients as prescribed by duty Doctor.

Medicines to be given to any patient on basis of severity of illness not more than 5 days at a time. in case of chronic illness medicines can be given upto 10 days.

Duty Doctor shall not prescribe any treatment for more than a month at a time.

For contractual / outsource staff medicine can be given upto 3 days on prescription of Doctor.

Distribution of medicine to be recorded in pharmacy record register.

## **8. Medical Staff of Health Centre.**

There are two medical officers posted at Health Centre. Duty roster should be made such that at least one doctor should be available at Health Centre in OPD hours daily and on call duty after OPD hours in case of any emergency.

At least one medical staff should be present in Health Centre to distribute medicines/injections and dressing of patient.

One ambulance driver shall be always available at Health Centre.

Duty roster of the staff and doctor should be displayed on the notice board.

Emergency helpline number should be displayed on notice board and also in every hostel and should be broadcast to each and every staff of university.

*Handwritten signature*  
23/11/22

**Medical Officer**

### **Copy to:**

1. Vice-Chancellor Secretariat (for kind information of the Hon'ble Vice-Chancellor)
2. Office of the Registrar/Finance Officer/Controller of Examination/Librarian
3. All Deans/HoD/TICs/Administrative Heads
4. Assistant Registrar, Academic & Council Branch, (for reporting to the next meeting of the Executive Council of the University).
5. All the Regular Employees /Contractual Employees/ Outsourcing Staff
6. Students
7. Notice Board
8. Office Copy