



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Standard Operating Procedure (SOP) for claiming reimbursement of Medical Expenses in Form F-12

1. The certificate is to be signed only by the Superintendent of the Hospital / Doctor of the Institute or any other doctor authorized by the Institute for this purpose only.
2. Only the cost of medicines not included in the list of inadmissible medicines as prescribed by the Government of India from time to time would be reimbursed by the Institute.
3. Medical expenses incurred by the members or their families in Govt. Hospital / Hospital outside Indore are also reimbursable subject to the certificate given by the IITI doctors and reimbursement will be restricted as per CGHS rates.
4. Medical expenses incurred under the Ayurvedic / Homeopathic Systems are reimbursable, only if the treatment is obtained in a recognized hospital and the expenses are certified in this form only the cost of medicines allowed under the Central Govt. Medical Attendance Rules will be reimbursed.
5. Diet charges for a patient admitted to hospital are not reimbursed.
6. As per CS (MA) Rules, medical bills must be submitted within 3 months from the date of cash memo / other bills.
7. Prescriptions should be submitted to our Institute Doctor on demand.

LIST OF DOCUMENTS TO BE SUBMITTED (Duly signed by the employee)

1. Copy of referral, if any.
2. Copy of prescription, discharge summary.
3. Cash memos in respect of medicines purchased duly counter-signed by the doctor signing the certificate.
4. Other relevant reports.

Note: a) The above Standard Operating Procedure are abstract of the detailed rules for easy reference/understanding to prefer the claim in the prescribed form.
b) These are subject to the detailed CCS Rules and amendments issued from time to time.

Treatment of Medical Expenditure **for computing Taxable Income of the Individuals**

As per Section -17 (2) (viii) of Income Tax Act, 1961, following will not be taken into account for calculating the taxable income of the employee:

1. Amount reimbursed by the employer in respect of any expenditure actually incurred by the employee on his medical treatment or treatment of his/her dependents up to Rs.15,000/- (Rs. Fifteen five thousand only) is exempted from Income Tax.
2. the value of any medical treatment provided to an employee or any member of his family in any hospital maintained by the employer;
3. any sum paid by the employer in respect of any expenditure actually incurred by the employee on his medical treatment or treatment of any member of his family –
 - (a) in any hospital maintained by the Government or any local authority or any other hospital approved (under CGHS etc.) by the Government for the purposes of medical treatment of its employees;
 - (b) in respect of the prescribed diseases or ailments (list enclosed at Annexure I), in any hospital approved by the Principal Chief Commissioner or Chief Commissioner of Income Tax having regard to the prescribed guidelines:

In case, falling in sub-clause (b), the employee shall attach a certificate from the hospital specifying the disease or ailment for which medical treatment was required and the receipt for the amount paid to the hospital.

Prescribed diseases or ailments

- (a) cancer;
- (b) tuberculosis;
- (c) acquired immunity deficiency syndrome;
- (d) disease or ailment of the heart, blood, lymph glands, bone marrow, respiratory system, central nervous system, urinary system, liver, gall bladder, digestive system, endocrine glands or the skin, requiring **surgical** operation;
- (e) ailment or disease of the eye, ear, nose or throat, requiring **surgical** operation;
- (f) fracture in any part of the skeletal system or dislocation of vertebrae requiring **surgical** operation or orthopedic treatment;
- (g) gynecological or obstetric ailment or disease requiring **surgical** operation, caesarean operation or laparoscopic intervention;
- (h) ailment or disease of the organs mentioned at (d), requiring **medical treatment in a hospital for at least three continuous days**;
- (i) gynecological or obstetric ailment or disease requiring **medical treatment in a hospital for at least three continuous days**;
- (j) burn injuries requiring medical treatment in a hospital for at least **three continuous days**;
- (k) mental disorder - neurotic or psychotic - requiring medical treatment in a hospital for at least **three continuous days**;
- (l) drug addiction requiring medical treatment in a hospital for **at least seven continuous days**;
- (m) Anaphylactic shocks including insulin shocks, drug reactions and other allergic manifestations requiring medical treatment in a hospital for at least **three continuous days**.

Explanation: For the purpose of this rule,—

- (a) “qualified doctor” means a person who holds a degree recognized by the Medical Council of India and is registered by the Medical Council of any State;
- (b) “nurse” means a person who holds a certificate of a recognized Nursing Council and is registered under any law for the registration of nurses;
- (c) “Surgical operation” includes treatment by modern methodology such as angioplasty, dialysis, lithotripsy, laser or cryo-surgery.