

RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

F. No. RGU/REG-38/HC/21

Dated: 06.01.2025

OFFICE MEMORANDUM

In continuation to earlier Notifications vide No. HC/MCL/RGU/2018/09, dated 10th October 2018 and 9th May 2019 (copies attached), time and again, it has been observed that a few regular employees (teaching and non-teaching) are often leaving the station for medical check-ups/medical treatment at empanelled hospitals without obtaining prior administrative approval or referral orders (fresh/renewal) from the University Health Centre which violates the Medical Attendance Rules (MA Rules) and the decisions of the 18th Meeting of the Executive Council of the university.

In case of life-threatening medical emergencies requiring treatment outside Arunachal Pradesh, employees must submit a request letter to the Office of the Registrar, along with all relevant medical documents from the treating doctors/hospitals.

The Bill Branch (Medical reimbursement) is directed not to process any reimbursement claims, where prior administrative approval has not been accorded. This directive must be strictly adhered to.

Therefore, all regular employees (teaching / non-teaching) are instructed to obtain prior administrative approval order for medical check-ups before leaving the station and reimbursement claims thereof. The university will not be responsible for sanctioning any such unauthorised claims.

Henceforth, no medical reimbursements will be processed without prior administrative approval.

This is issued with the approval of the Vice-Chancellor.

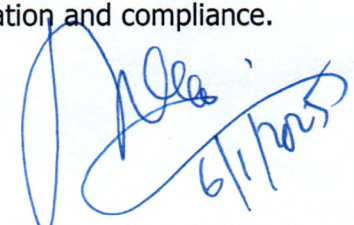
Sd/-
Registrar

Memo F. No. RGU/REG-38/HC/21

Dated: 06.01.2025

Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/Finance Officer/CoE for information.
4. All HoDs/Directors of various Departments/Institutes for information and wide circulation among the faculty members and non-teaching employees.
5. All faculty members for information.
6. All Joint Registrars for information and wide circulation.
7. Joint Director (CC) for information with a request to upload the same in the university website.
8. Dr. Akin Tana Tara, CMO/Health Centre-In-Charge for information.
9. Deputy Registrar (Finance/DDO/Bill) for information.
10. Section Officer (Bill/Medical Reimbursement) for information and compliance.
11. All Branch Heads for information and wide circulation.
12. All non-teaching employees for information.
13. Office copy.


(Dr. N.T. Rikam)
Registrar

**HEALTH CENTRE
RAJIV GANDHI UNIVERSITY
RONO HILLS : DOIMUKH**

HC/MCL/RGU/2018/08

Dated the 10th October'2018

NOTIFICATION

It has come to notice that many university Teachers/Staff and their dependants are availing medical treatment outside Arunachal Pradesh without prior administrative approval. Further, instances have been observed where the escorts of the patients are getting treatment without prior administrative approval.

Therefore, it is hereby notified to all the regular employees that prior administrative approval is to be obtained for medical re-imburement.

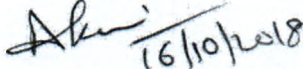
This has been issued with the approval of Hon'ble Vice Chancellor.

Health C/MCL/RGU/2018/08

Sd/-
Registrar
Dated the 15th October'2018

Copy to:

1. PS to Vice-Chancellor for kind information please.
2. PS to Registrar for kind information please.
3. PS to Finance Officer for kind information please.
4. PS to Controller of Examination for kind information please.
5. All Deans for information for wide circulation among regular staff.
6. All Heads of Department for wide circulation among regular staff.
7. All Directors for wide circulation among regular staff.
8. The Librarian for wide circulation among regular staff.
9. The Joint Director (Computer Centre) for information and necessary action.
10. The Joint Registrar (Examinations & Registration/Academic & Conference) for information and necessary action please.
11. The Deputy Registrar (Estt./Admin/Project Cell) for information and necessary action.
12. The Executive Engineer (Civil) for information and necessary action.
13. The Assistant Director of Physical Education for information and necessary action.
14. The Assistant Librarian for information and necessary action please.
15. The Assistant Engineer (Civil & Electrical) for information and necessary action.
16. The Assistant Registrar (Audit & Accounts/Bill & DDO/Exams) for information and necessary action please.
17. The Assistant Registrar (Academic/Exams) for information and necessary action.
18. The Senior Security Officer for information and necessary action please.
19. The System Analyst (Computer Centre) for information and necessary action please.
20. All Section Officer's for information and necessary action please.
21. The Estate Officer for information and necessary action please.
22. Office copy.


16/10/2018
Dr. Akin Tana Tara
Senior Medical Officer i/c

**HEALTH CENTRE
RAJIV GANDHI UNIVERSITY
RONO HILLS : DOIMUKH**

HC/MCL/RGU/2018/09

Dated the 9th May'2019

NOTIFICATION

Inspite of earlier notification (HC/MCL/RGU/2018/08 dated the 10 October 2018) regarding medical treatment and re-imburement it is observed that many teaching and non-teaching staff of Rajiv Gandhi University are not adhering to the established procedure of University and Medical Attendance Rule.

While university administration is fully committed towards the welfare of the employees, the rules governing the medical re-imburement have to be strictly adhered to.

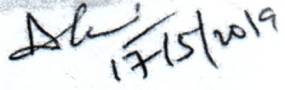
Therefore, it is hereby once again notified to all the regular employees that prior administrative approval is to be obtained for medical re-imburement.

This is issued with the approval of Hon'ble Vice Chancellor.

Sd/-
Registrar

Copy to:

1. PS to Vice-Chancellor for kind information, please.
2. PS to Registrar for kind information, please.
3. PS to Finance Officer for kind information, please.
4. PS to Controller of Examination for kind information, please.
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6. All Heads of Department for information & wide circulation, please.
7. All Directors for information & wide circulation, please.
8. The Librarian for information & wide circulation, please.
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10. The Joint Registrar (Examinations & Registration/Academic & Conference) for information & wide circulation, please.
11. The Deputy Registrar (Estt./Admin/Project Cell/finance) for information and necessary action.
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20. All Section Officer's for information & wide circulation, please.
21. The Estate Officer for information & wide circulation, please.
22. Office copy.


17/5/2019
Dr. Akin Tana Tara
Senior Medical Officer i/c

EMPANELLED HOSPITALS

As per the approval of the 18th Meeting of the Executive Council (EC) of the University, it is decided that all the regular employees (teaching & non-teaching) and their dependents are expected to take treatment from the empanelled hospitals with prior approval from the Competent Authority of the University.

A). Guwahati

Sl. No.	Name of Hospital	Speciality
1.	Apollo (INTERNATIONAL) HOSPITALS, Dispur, Super Market, Guwahati - 781006	Multi speciality
2.	Dr. B. BORRAH CANCER INSTITUTE, Gopinath Nagar, Guwahati- 781016	Cancer care
3.	PRATIKSHA HOSPITAL, Borbari, VIP Road, Guwahati – 36	Reproductive medicine/Multi speciality
4.	DOWN TOWN Hospital,G.S.Road, Bhangagarh,Guwahati	Multi specialiy
5.	HAYAT Hospital, Odalbakra, Lalganesh, Guwahati – 781034	Multi speciality
6.	Shankaradeva Nethralaya, Beltola, Guwahati	Eye care
7.	GNRC HOSPITALS, Lotus Tower, G.S. Road, Guwahati - 781005	Multi speciality

B). Dimapur :

Sl. No.	Name of Hospital	Speciality
1.	Christian Institute of Health Science and Research (A Joint venture of CMC Vellore, EHA & Govt. of Nagaland), Dimapur, 4 th mile, Nagaland – 797112	Multi speciality

C). Tezpur :

Sl. No.	Name of Hospital	Speciality
1.	Baptist Christian Hospital, Mission Chariali, Tezpur, Assam, Pin – 784001	Multi speciality

D). Kolkatta :

Sl. No.	Name of Hospital	Speciality
1.	TATA MEDICAL CENTRE, Kolkatta	Cancer care
2.	B.M. Birla Heart Research Centre, 1/1, National Library avenue, Kolkata -700027	Cardiac / Cardio-thoracic
3.	Calcutta Medical Research Institute (CMRI), Kolkata	Multi speciality
4.	Apollo Gleneagles Hospital, 58, Canal Circular Road, Kolkata – 700054	Multi speciality