



**W.U.S. HEALTH CENTRE
UNIVERSITY OF DELHI
DELHI-110007**

INFORMATION BOOKLET

**For Employees of University of Delhi
and
its Colleges**

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Chief Medical Officer
W.U.S. Health Centre
Chhatra Marg
University of Delhi
Delhi – 110007**

W.U.S. Health Centre (North Campus) : Contact No.: 27666257, 27662379
W.U.S. Health Centre (South Campus) : Contact No.: 24110505
W.U.S. Health Centre (East Delhi) : Contact No.: 22813870
W.U.S. Health Centre (West Delhi) : Contact No.: 25105659

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INTRODUCTION

World University Service (W.U.S.) Health Centre was commissioned in March, 1955 by **World University Service**, a Geneva based international Non-Governmental Organization (NGO). It has been a satisfying experience to serve its beneficiaries for the past 63 years and our mission has been to provide personalized/individualized services to the members of health centre & staff. Subsequently, three more Health Centres in *South Campus, West and East* were commissioned with assistance from University Grants Commission (UGC).

W.U.S. Health Centres have on its roll 17 Medical Officers (including 5 part time medical officers), 4 Nurses (including 3 contract nurses), 30 Permanent and 14 Paramedical Employees (on contract). W.U.S. Health Centres (North and South campus) have fully equipped physiotherapy unit to cater to the beneficiaries.

W.U.S. Health Centre is a **Contributory Health Service Scheme**. It has four operational units in North, South, East and West. They cater to health related needs of the employees of University of Delhi and constituent Colleges, their family members and students.

W.U.S. Health Centre (North Campus) is the nodal point and has a team of 11 dedicated Medical Officers (including 1 medical consultant on contract, 3 Medical Officers on contract and three Part-time Medical Officers), 12 Visiting Part-time Specialists, 8 Permanent Pharmacists, 1 Technical Assistant (Pathology Laboratory), 6 Administrative Employees, 13 Employees on Contract.

Major Investigative Facilities (Complete Blood Count, Widal Test for Enteric Fever, Platelet Count, Typhidot for IgM and IgG antibodies, Peripheral Blood Smear for Malaria, Dengue NS₁ Antigen, Fasting and Postprandial Blood Sugar, Liver Function Tests with enzymes, Kidney Function Tests, Thyroid Function Tests, C- Reactive Protein, Rheumatoid Arthritis Factor, HbA_{1c}, Pregnancy Test, Urine Routine Examination, Stool Routine Examination, HBsAg, VDRL, Eosinophil Count, Semen Test, Occult Blood in stool) are available in W.U.S. Health Centre (North Campus).

W.U.S. Health Centre (South Campus) has 04 Medical Officers (including 01 Medical Consultant on contract and 02 part-time medical officers), 03 visiting Part-Time Specialists. Limited investigative facilities (Complete Blood Count, Blood Group, Peripheral Blood Smear, Urine, Stool Tests, Blood Sugar, LFT, KFT, Lipid Profile, RA Factor, Widal, C- Reactive Protein) are available in W.U.S. Health Centre (South Campus).

W.U.S. Health Centre (East and West Delhi) are each managed by a single Medical Officer.

This Information Booklet contains collated information about various aspects of the Health Centres viz. its organization, administration, operational facilities, rules and regulations in a summarized form. This booklet will serve as a guide book for all Health Centre beneficiaries, Doctors and the administrative staff of the University and its constituent colleges.

The membership of above Health Centres may be obtained by the University/College teacher/employee on filling up the prescribed form duly verified by the concerned Establishment Branch of the concerned institution. The required monthly Health Centre Contribution (HCC) of members is remitted monthly to the W.U.S. Health Centre by the concerned institution on the prescribed rates of the University of Delhi as amended from time to time.

Subscription of students is collected on Academic Year basis (August to July) at the time of admission and it must be remitted by 31st March of the year. The payment of HCC collected from students should be made in the Registrar's Account through RTGS/NEFT.

The members of the W.U.S. Health Centre (South Campus) have to remit the HCC through online mode.

ORGANISATIONAL SET-UP

Interim Committee on Healthcare (ICH) :

The WUS Health Centres in University of Delhi has an Interim Committee on Healthcare (ICH) appointed by the Competent Authority. The Committee formed on 29.09.2016 and further amended is as follows:

1. Prof. Raj Kumar, VPCI	-	Chairman
2. Prof. Dr. Mahesh Verma, Padamshree, Maulana Azad Dental College	-	Member
3. Prof. V.K. Chaudhary, Department of Bio- Chemistry, UDSC	-	Member
4. Prof. Enakshi Sharma, Department of Electronic Science, UDSC	-	Member
5. Prof. Akshay K. Pradhan, Department of Genetics, UDSC	-	Member
6. Prof. T.R. Sheshadri, Department of Physics	-	Member
7. Prof. K. Natrajan, ACBR	-	Member
8. Prof. (Dr.) Sudha Prasad, Dean, Faculty of Medical Sciences	-	Member
9. Prof. (Dr.) Ashwani Kumar, UCMS	-	Member
10. Prof. Vandana Roy, Dept. of Pharmacology, MAMC	-	Member
11. Dr. Ish Anand, Department of Neurology Sir Ganga Ram Hospital	-	Member
12. Dr. Gautam Patra, JNU	-	Special Invitee
13. Dr. Shriram Oberoi, Retd. Associate Professor, Delhi University	-	Member
14. J.R. (Establishment – N/T)	-	Member
15. A.R. (Finance - Health Matters)	-	Member
16. Dr. (Prof.) Rajeev Sood, Dr. R.M.L. Hospital	-	Member
17. Dr. Saumitra Rawat, Sir Ganga Ram Hospital	-	Member
18. Dr. Vijay Kumar Khaira, Rashtrakavi Maithilisharan Gupt Memorial Trust	-	Member
19. Dr. Yamini Gupta, Dept. of Business Economics, UDSC	-	Member
20. Fr. George P.A., Director, Holy Family Hospital	-	Member
21. DUTA President	-	Member
22. DUCKU President	-	Member
23. DUSU President	-	Member
24. Dr. Rajesh Jha (E.C. Nominee)	-	Member
25. Dr. Sunil Thakur	-	Member Secretary

The ICH formulates various rules and regulations for the W.U.S. Health Centres. It provides basic functional guidelines and develops long-term policies for effective and efficient operationalisation of the W.U.S. Health Centres.

Procedure for Procurement of Drugs & Medicines :

Drug Purchase Committee :

All the medicines purchased for the Health Centres are made through duly constituted Drug Purchase Committee, W.U.S. Health Centres and approved by the Pro-Vice Chancellor. The medicines are procured by following the due process of e-tendering. Medicines are purchased from authorized vendors of the approved Rate Contract List.

W.U.S. HEALTH CENTRE (NORTH CAMPUS)

Chhatra Marg, Delhi-110007

Telephone: 27666257

OPD Timings: MONDAY to SATURDAY*

Morning Duty : 08:00 AM to 02:30 PM

Evening Duty : 01:30 PM to 08:00 PM

Night Duty : 08:00 PM to 08:00 AM

In Evening shift 2 Part-time Doctors and 1 Full time Medical Officer examine the patients.

Sunday: 00:00 hours to 08:00 AM and 08:30 AM to 10:30 AM only except National Holidays (26th January, 15th August, 2nd October)

Night Service: All Days (Emergency services only)

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Office Timings (Room No. 32 & 34) : Monday to Friday 09:00 AM to 05:30 PM (Lunch Timings : 01:30 PM to 02:00 PM)

LIST OF FULL TIME MEDICAL OFFICERS

<u>S.No.</u>	<u>Name</u>	<u>Qualifications</u>	<u>Designation</u>	<u>Cell No.</u>	<u>Email Id</u>
1.	Dr. Sunil	MBBS, MS (ENT), LL.B.	CMO	8527220582	sthakur3000@gmail.com
2.	Dr. Sheela Jaiswal	MBBS, MD (Gynae)	SMO	9873157303	drjaiswal60@gmail.com
3.	Dr. Neelu Madan	MBBS, MD (Gynae), DNB	SMO	9810928378	neelu.talwar1@gmail.com
4.	Dr. S.S. Dugtal	MBBS, MD (Med)	SMO	9810802184	dugtalss@gmail.com
5.	Dr. Ritu Tanwar	MBBS	MO	9868038208	ritutanwar@hotmail.com
6.	Dr. Y.P. Singh	MBBS, DTCD	MO(C)	9899658569	ypsingh334@gmail.com
7.	Dr. Bijendra Singh	MBBS	MO(C)	9350596379	drbijjuucms@gmail.com
8.	Dr. Prasanna Kr. Sahu	MBBS	MO(C)	9811628144	nutsts01@gmail.com

LIST OF MEDICAL CONSULTANTS (ON CONTRACT)

<u>S.No.</u>	<u>Name</u>	<u>Qualifications</u>	<u>Cell No.</u>	<u>Email Id</u>
1.	Dr. S. K. Karmakar	MBBS	9013726154	samir372@gmail.com

LIST OF PART-TIME MEDICAL OFFICERS (ON CONTRACT)

<u>S.No.</u>	<u>Name</u>	<u>Qualifications</u>	<u>Cell No.</u>	<u>Email Id</u>
1.	Dr. Sudha Goel	MBBS, MD (Gynae)	9811134806	sudhapra@gmail.com
2.	Dr. M.K. Grover	MBBS, DCH	9810884590	drmaheshgrover@gmail.com
3.	Dr. Neena Paul	MBBS	9999473251	paulneena@yahoo.co.in

LIST OF PART-TIME/FULL TIME SPECIALISTS

Designation	Name	Qualification	Days	Timings	Cell No.	Email ID
CARDIOLOGIST (Heart)	Dr. Dinesh Kumar Gupta	DM	Tue	9:00 A.M. – 11:00 A.M.	9811117822	dineshguptacard@gmail.com
			Wed	9:00 A.M. – 11:00 A.M.		
			Thu	9:00 A.M. – 11:00 A.M.		

E.N.T.	Dr. Sunil	MS	Mon - Fri	08:00 A.M. – 09:30 A.M.	8527220582	sthakur3000@gmail.com
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NEUROLOGIST	Dr. K.S. Anand	DM	Sat	3:00 P.M. – 5:00 P.M.	8910495019	kuljeet_anand@rediffmail.com
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ORTHOPAEDICIAN	Dr. R.K. Gupta	MS	Mon to Fri	9:00 A.M. – 11:00 A.M.	9810079933	smc174@gmail.com
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PSYCHIATRIST	Dr. Anandi Lal	MD	Mon	9:00 A.M. – 11:00 A.M.	9810061036	

SKIN SPECIALIST	Dr. Monika Garg	DVD	Tue	10:00 A.M. – 12:00 N	9810511553	gupta.drmonika@gmail.com
			Wed	10:00 A.M. – 12:00 N		
	Dr. Divya Aggarwal	MD	Mon	8:30 A.M. – 10:30 A.M.	9911028800	d4aggarwal@gmail.com
			Thu	8:30 A.M. – 10:30 A.M.		

DENTIST	Dr. Preeti Mahajan	BDS	Wed	09:00 A.M. – 12:00 N	9899951279	dr.preetimahajan@gmail.com
			Fri	09:00 A.M. – 12:00 N		
	Dr. Shalu Pruthi	BDS	Mon	09:00 A.M. – 12:00 N	9999505579	shalumalik1@gmail.com
			Thu	09:00 A.M. – 12:00 N		
	Dr. Gaurav Kumar Vats	BDS	Tue	09:00 A.M. – 12:00 N	9911709777	vats777@yahoo.com
			Sat	09:00 A.M. – 12:00 N		

OPHTHALMOLOGIST	Dr. Navita Gupta	MS	Mon, Tue, Thu	9:00 A.M. – 11:00 A.M.	9312212935	drnavita@yahoo.co.in
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PAEDIATRICS (CHILDREN)	Dr. Anjali Gera	MD	Mon (WUSHC)	9:00 A.M. – 11:00 A.M.	9810221897	tarun256@yahoo.com
			Fri (Creche)	9:00 A.M. – 11:00 A.M.		
	Dr. Manjoo Gupta	MD	Wed (WUSHC)	9:00 A.M. – 11:00 A.M.	9818379933	smc174@yahoo.com
			Tue (Creche)	9:00 A.M. – 11:00 A.M.		

SERVICES/FACILITIES AT W.U.S. HEALTH CENTRE (NORTH CAMPUS) :

PHYSIOTHERAPY SERVICES:-

S.No.	Name	Quali	Designation	Time	Cell No	Email ID
1.	Sh. R.S.K. Nair	BPT	Physiotherapist	09:00 AM to 04:00 PM (Tues through Sat)	9810562332	drsnair@hotmail.com
2.	Mrs. Meenakshi Nair	MPT	Physiotherapist	09:00 AM to 04:00 PM (Mon through Fri)	9810380967	drsnair@hotmail.com

PATHOLOGY LABORATORY :

S.No.	Name	Qualifications	Designation	Time	Cell No	Email ID
1.	Mrs. Shilpa Singh	DMLT	Technical Assistant	Mon through Fri 9.00 A.M. to 5.30 P.M	9810960776	singhms78@gmail.com

The Laboratory tests shall be done only with prior appointment from Laboratory, W.U.S. Health Centre (North). Following Lab Tests are available at W.U.S. Health Centre (North) :

Urine Routine Examination, Stool Routine Examination, Complete Blood Count, Blood Sugar, KFT, Lipid Profile, LFT.

Thyroid Profile (T3, T4, TSH).

Blood Tests to diagnose the cause of fever viz. Complete Blood Count, Peripheral Blood Smear for Malaria, Widal Test for Enteric Fever, Typhidot for IgG and IgM antibodies, Dengue NS₁ antigen, Total Platelet Count, Urine Routine Examination are done from Monday through Friday.

Laboratory Services are not available on Saturday & Sunday

DENTAL SERVICES:

Monday to Saturday from 09:00 AM to 12:00 Noon

Dr. Preeti Mahajan

Dr. Shalu Pruthi

Dr. Gaurav Vats

ADDITIONAL SERVICES AVAILABLE at W.U.S. HEALTH CENTRE (NORTH CAMPUS)

Ayurvedic Dispensary is operated by the Municipal Corporation of Delhi in Room No. 40 of W.U.S. Health Centre (North) as per the following timings :

Summer (April to September) :

Mon through Sat : 08:00 AM - 02:00 PM

Winter (October to March) :

Mon through Sat : 09:00 AM - 03:00 PM

W.U.S. HEALTH CENTRE (SOUTH CAMPUS)
BENITO JUAREZ ROAD, NEW DELHI-110021.

Telephone: 24110505

W.U.S HEALTH CENTRE (SOUTH CAMPUS) PROVIDES HEALTH SERVICES FROM MONDAY THROUGH SATURDAY WITH LIMITED INVESTIGATIVE SERVICES.

TIMINGS: MONDAY through SATURDAY : 09:00 AM to 05:30 PM
SATURDAY : 09:00 AM to 03:00 PM

Sunday closed.

MEDICAL OFFICER I/C

S.No.	Name	Qualifications	Designation	Time	Cell No	Email ID
1.	Dr. Rinku Mathur	MBBS	MO	09:00 AM to 03:00 PM (Mon to Sat)	9810478374	deepak_rinku@rediffmail.com

LIST OF MEDICAL CONSULTANT ON CONTRACT

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. V.P. Garg	MBBS, MD (Paed.)	11:30 AM to 05:30 PM (Mon to Sat)	9891659330	gargvp1@gmail.com

LIST OF PART- TIME MEDICAL OFFICERS

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. Renu Verma	MBBS, MS (General Surgery)	09:00 AM to 12:00 PM	9811209942	vermadrrenu@gmail.com
2.	Dr. Aneet Wadhwa	MBBS	02:30 PM to 05:30 PM	9968004514	aneetwadhwa@gmail.com

PATHOLOGY LABORATORY

S.No.	Name	Designation	Qualifications	Time	Cell No	Email ID
1.	Ms. Nirmala Kumari	Technical Assistant	Diploma in M L T	Mon through Fri, 9:00 am to 3:00 pm	8587869508	ku.nirmal08@gmail.com

Blood Sample Collection Timings : 09:30 AM to 11:30 AM

Complete Blood Count, Blood Group, : Monday through Friday
Peripheral Blood Smear, Urine, Stool Tests

Blood Sugar, LFT, KFT, Lipid Profile, RA Factor, Widal, C-RP : Monday & Wednesday

OPHTHALMOLOGY (EYE) SERVICES

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. Tarun Kapoor	MS	Mon, Thu 3:00 pm to 5:00 pm Wed 9:00 am to 11:00 am	9810125699	docanutarun@hotmail.com

CARDIOLOGIST

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. Anupam Goel	MD, DM (Cardiology)	Thu, Fri, Sat 01:00 PM – 03:00 PM	9818996916	dranupambg@gmail.com

DENTAL SERVICES

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. N.K. Pahwa	BDS	Tue, Wed, Thu 2:00 pm to 4:00 pm	9811122367	nkpahwa@gmail.com

Root Canal Treatment is available on Tuesday, Wednesday & Thursday

Homeopathy Dispensary (managed by Municipal Corporation of Delhi)

Dr. Shally Arora : Senior Medical Officer (Homeopathy) NCT of Delhi
Mr. Pankaj Gupta : Pharmacist (Homeopathy) NCT of Delhi
Mr. Sunil Kumar : Nursing Orderly (Homeopathy) NCT of Delhi

PHYSIOTHERAPY SERVICES

S.No.	Name	Designation	Qualifications	Time	Cell No	Email ID
1.	Ms. Kiran Sharma	BPT	Physiotherapist (Contract)	Mon through Sat 9:30 am to 3:30 pm	9717286563	kiran412@gmail.com

W.U.S. HEALTH CENTRE (EAST DELHI)
B.R.AMBEDKAR COLLEGE CAMPUS, STAFF QUARTERS-2&3
YAMUNA VIHAR, DELHI-110094
Telephone: 22813870

TIMINGS: MONDAY through FRIDAY 09:00 AM to 03:30 PM
SATURDAY & SUNDAY CLOSED

SENIOR MEDICAL OFFICER I/C

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. J.K. Siddhartha	MBBS	Mon through Fri 09:00 AM to 03:30 PM	9868846104	siddjk2006@yahoo.co.in

WUS HEALTH CENTRE (WEST DELHI)
SHIVAJI COLLEGE CAMPUS, RING ROAD,
DELHI-110027
Telephone: 25105659

TIMINGS: MONDAY through FRIDAY 09:00 AM to 03:30 PM
SATURDAY & SUNDAY CLOSED

MEDICAL OFFICER I/C

S.No.	Name	Qualifications	Time	Cell No	Email ID
1.	Dr. T.K. Chumbak	MBBS	Mon through Fri 09:00 AM to 03:30 PM	7042535598	trivendra_tk@yahoo.co.in

ELIGIBILITY & MEMBERSHIP

1. All permanent employees of University of Delhi and its Constituent Colleges and wholly dependent members of their family (as recorded in the service book maintained by Establishment Branch of the concerned Institution) are entitled for all approved facilities of W.U.S. Health Centres.
2. All adhoc teaching employees are issued treatment card for the specific period of employment on advance payment of W.U.S. Health Centre Contribution (HCC) and entitled only to existing in-house facilities of the Health Centres and are not entitled for any form of medical reimbursement.
3. Full time bonafide students of the University/Colleges are entitled to become temporary members on year to year basis.
 - i. Each eligible member is issued a Health Booklet or Card bearing a recent passport size photograph, on the inner side of the Health Booklet or on the front portion of the Treatment Card.
 - ii. In case a member does not bring the Treatment Card/ Health Booklet while seeking consultation with the Medical Officer/Part-time Visiting Specialist, only consultation will be given and no medicines will be issued.
 - iii. Members holding Treatment Card number beginning with 'D' (non-resident students) membership are eligible only for the facilities available in the W.U.S. Health Centre. No reimbursement of any kind will be allowed to the students.
 - iv. Members holding Treatment Card number beginning with 'R' (Resident student) and 'T' (Temporary members) membership are also not eligible for reimbursement of treatment at other Hospitals' OPD or IPD.
 - v. Investigative laboratory tests, Radiological tests and Medicines available in the Health Centre will not be allowed to be done/purchased from the open market respectively. Medical claim bills will not be entertained for reimbursement after 6 months of the date of Investigative Test/Purchased Medicines.
 - vi. For seasonal/routine ailments, medicines will be issued initially for 3 to 5 days before making a long term treatment plan.
 - vii. For chronic ailments and long term on-going treatments, medicines can be issued for one month. Those who are going abroad or come from far-flung areas, medicines can be issued up to two months.
 - viii. Patients are advised to visit the Medical Officer again for further repetition of the medicines after one full month/full two months, as applicable.

HOW TO BECOME A MEMBER OF THE WUS HEALTH CENTRE

RULES FOR ENROLMENT OF W.U.S. HEALTH CENTRE MEMBER

1. It is mandatory to become member of W.U.S. Health Centre (North and South Campus) for all the employees (Teaching and Non-teaching) of University and its affiliated Colleges **residing within the vicinity of 8 kms. of North Campus and South Campus Health Centres respectively** to enable them to avail the facility of OPD treatment at the Health Centre.
2. If the pensioner intends to avail medical reimbursement facilities after her/his retirement, she/he must enroll herself/himself as member of W.U.S. Health Centre by depositing requisite charges online (finance.du.ac.in)
3. Facilities of availing Authorised Medical Attendants (AMAs) services are not available to the pensioners and those living within vicinity of 8 kms radius of North and South Campus respectively.
4. The details of AMAs beyond the vicinity of 8 kms. is available on Delhi University website i.e. www.du.ac.in.
5. For claiming the medical reimbursement by the employees/pensioners of University of Delhi and its affiliated colleges the rates of monthly subscription for membership in W.U.S. Health Centre w.e.f. 01.01.2017 are as follows :

Corresponding Levels in the Pay Matrix as per 7 th CPC	In Service	Retired
	Per Month Health Centre Contribution	Life Time Health Centre Contribution
Level : 1 to 5	Rs. 250/-	Rs. 30,000/-
Level : 6	Rs. 450/-	Rs. 54,000/-
Level : 7 to 12	Rs. 650/-	Rs. 78,000/-
Level : 12 and above	Rs. 1000/-	Rs. 1,20,000/-

6. If a dependant of the deceased beneficiary joins University of Delhi or its affiliated colleges, she/he will have to become member of the W.U.S. Health Centre afresh.
7. If any beneficiary does not remit her/his remittance for Health Centre Contribution (HCC) well in time, her/his membership will be terminated without any further notice.
8. W.U.S. Health Centre Contribution (HCC) is non-refundable.

DEPENDENT FAMILY MEMBERS

Meaning of Family :

The term 'family' means and includes :-

1. Husband/wife.
2. Parents (excluding step parents) subject to the following :
 - (a) In case of adoption, adoptive parents and not real parents;
 - (b) If adoptive father has more than one wife, only the first wife
 - (c) In case of female employees, parents or parents-in-law, according to her option, subject to the conditions of dependency and residence etc. being satisfied.

Note :- Option to include either her parents or parents-in-law is not available to a female family pensioner. Children, including step children, legally adopted children, children taken as wards by the Government servant under the Guardians and Ward Act, 1980 provided that such a ward lives with him and is treated as a family member and is given the status of a natural born child through a special will executed by that Government Servant.

- (i) Son is eligible till he starts earning or attains the age of 25 years or gets married, whichever is earlier.
 - (ii) Daughter is eligible till she starts earning, or gets married, irrespective of age limit whichever is earlier.
3. Sons suffering from permanent disability either physically or mentally irrespective of age-limit or as per instructions issued from time to time by GOI in this regard.
 - (i) Disability means blindness, low vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation, mental illness, autism, cerebral palsy or a combination of any two or more of such conditions and includes a person suffering from several multiple disabilities.
 - (ii) 'Permanent disability' means a person with 40% or more of one or more disabilities.
4. Wholly dependent divorced/abandoned or separated from their husband/windowed daughters (irrespective of age).
5. Wholly dependent unmarried/divorced/abandoned or separated from their husband/widowed sisters (irrespective of age).
6. Minor brother(s) (up to the age of becoming major).
7. Wholly dependent Brother (irrespective of age).
8. Step-mother.
9. Minor children of widowed/separated daughters who are wholly dependent upon the W.U.S. Health Centre primary beneficiary and normally residing with him shall be eligible up to the age of 18 years.

Note : Grand children are not included.

DELETION FROM THE FAMILY :

Deletion of the name of a member shall be required in the following circumstances :

1. Death of eligible member in the family or
2. Divorce of spouse or
3. Member becoming ineligible (i.e. falling outside the scope of dependency).

It is the responsibility of the employee/primary beneficiary to get the name of the dependent deleted from records of Health Centre when such an eventuality occurs. Failure to do so shall entail disciplinary proceedings being initiated against her/him.

CONDITION OF DEPENDENCY NOT APPLICABLE TO SPOUSE :

1. The condition of dependency is not applicable to the spouse. In other words, spouse is automatically included for medical benefits according to membership rules of W.U.S. Health Centre, University of Delhi.
2. Where both husband and wife are University employees only one of them can become primary member of W.U.S. Health Centre and the spouse of the member shall have to furnish a declaration duly forwarded by the competent authority of her/his college that she/he shall not be claiming any medical benefits from her/his college.

ADDITION TO THE FAMILY :

Addition to the 'family' may be allowed in following cases :

1. Marriage of the W.U.S. Health Centre beneficiary (requiring inclusion of spouse's name) or
2. Birth of a child or
3. Parents becoming dependents.

An application to this effect shall be made in the prescribed form.

DEPENDENCE CERTIFICATE :

Every Health Booklet Holder must certify that the Parents/Dependents whose names have been included in the token card, normally reside with her/him and are wholly dependent upon her/him. Such a certificate of dependency must be furnished at the time of issue of Token Card and renewed every January otherwise the parents shall be treated as non-entitled persons. The certificate must also state that the income from all sources does not exceed the limit as amended by CGHS from time to time.

SURRENDER OF MEMBERSHIP HEALTH BOOKLET OF W.U.S. HEALTH CENTRE :

The Health Booklet of W.U.S. Health Centre membership held by the primary beneficiary must be surrendered to the issuing authority in the following events:-

- (a) Retirement/Resignation
- (b) Death of Government Servant
- (c) Transfer of beneficiary on deputation to another office (optional)
- (d) Employees who go on deputation to another organization and intend to discontinue the membership.

MISUSE OF HEALTH BOOKLET OF W.U.S. HEALTH CENTRE :

If a Medical Officer of W.U.W. Health Centre detects a case of misuse of Health Booklet of Health Centre by unauthorized person, she/he will bring the fact to the notice of CMO and the matter will be reported to the Chairman – ICH, W.U.S. Health Centre for further necessary action. **It may be noted that misuse of Health Booklet is a cognizable offence.**

LOSS OF HEALTH BOOKLET OF W.U.S. HEALTH CENTRE :

As lost W.U.S. Health Centre Health Booklet is likely to be misused, the holder of the booklet must inform immediately the Police Station and inform the following along with a copy of First Information Report (FIR).

- (i) Chief Medical Officer /Issuing authority.
- (ii) Medical Officer I/C of peripheral W.U.S. Health Centres.

A duplicate health booklet will be issued after verification of membership form from the respective Department/College of employee with penalty of Rs. 25/- per Booklet.

The production of Health Centre membership Booklet is obligatory at every visit to enable correct identification of the patient and to prevent misuse of booklet. The CMO will obtain a certificate from each pensioner for any rise of pay/pension due to hike in increments after every year or the fact may be verified from his Pension Payment Order before revalidation of Health Booklet. The CMO will, therefore, refix the rate of HCC accordingly. In case of Pensioner the transfer of membership from one W.U.S. Health Centre to another shall be done by the CMO.

REGISTRATION OF HEALTH BOOKLET OF W.U.S. HEALTH CENTRE :

The Health Booklet Holder must ensure that a latest coloured photograph duly signed by Chief Medical Officer/Section Officer is affixed and in the absence of same the medicines will not be issued to her/him. She/he must submit the Health Booklet of W.U.S. Health Centre in the office for verification. The receiving clerk will verify the credentials, stamp the date and initial the health Booklet. Until she/he deposits the Health Booklet in the Office, she/he is not entitled for treatment in the W.U.S. Health Centre and may be given medicine(s) for only 1-2 days.

RULES FOR DISPENSING/ISSUANCE OF MEDICINES :

1. For acute/seasonal/routine ailments, medicine (s) will be issued initially for 3 to 5 days before making a long term treatment plan.
2. For chronic ailments and long term on-going treatments, medicines can be issued upto two months.
3. Investigative laboratory tests, Radiological tests (X-ray) and Medicines readily available in the Health Centre, will not be allowed to be done or purchased respectively from the open market. Such bills whatsoever will not be entertained for reimbursement.

NO DUES CERTIFICATE:

It is mandatory for all employees of Departments of University of Delhi and its affiliated Colleges irrespective of their membership of W.U.S. Health Centre to take “No Dues Certificate” from W.U.S. Health Centre at the time of retirement/deputation/withdrawal of membership/resignation after getting it verified from respective Head of Department/Principal of College.

Health centre facilities are primarily available only to eligible members (teachers, non-teaching, students & retired staff of Delhi University and its affiliated Colleges) who have sought membership of the W.U.S. Health Centre.

DOCUMENTS TO BE ATTACHED WITH MEMBERSHIP FORM

To obtain membership, a prescribed proforma has to be filled up by University employees/students along with payment of the prescribed subscription fee. An application form can be downloaded from website of W.U.S. Health Centre <http://healthcentre.du.ac.in/Forms.html>

1. University Employee :

(a) In service employees

Academic and Non-academic employees are required to submit properly verified Application Form, from their respective department/college alongwith following documents:-

- i. Copy of Appointment Letter/Copy of Identity Card
- ii. Date of Birth Certificate of wife and children(s)
- iii. Two copies of recent passport size photographs of each book-holder
- iv. Certificate from the work place of spouse in case s/he is working, mentioning that s/he will not avail any medical facility from her/his organization.

The membership of above Health Centres may be obtained by the University/College Teacher/Employee on filling up the prescribed form duly verified by the concerned Establishment Branch of the concerned Institution. The subscription for membership for initial one month has to be deposited through online mode along with the application form in the Health Centre office (Room No. 32) between 10:00 AM to 12:30 PM. The required monthly Health Centre Contribution (HCC) of members for subsequent months will be remitted monthly to the Health Centre by the concerned institution on the prescribed rates of the University. Monthly Schedules depicting HCC along with token numbers from Finance – I and Finance – II are to be immediately forwarded to the W.U.S. Health Centre.

(b) Retired employees :

A retired employee is required to submit an application form duly verified from the concerned Establishment Branch of the concerned institution along with the following documents:-

- No Dues Certificate from W.U.S. Health Centre
- Two copies of recent passport size photographs of each book-holder

The Pay Band and Grade Pay/Pay Scale at the time of retirement must be mentioned clearly on the Application Form.

10 years subscription is taken as Life Membership fees only for the Retired Employees, which is also payable year wise without any break or lump-sum payment at the time of retirement. The amount has to be paid through online mode and receipt has to be deposited in the Office of the W.U.S. Health Centre.

2. Bonafide Students registered in full time Regular Courses :

Students are required to submit prescribed Application Form duly filled in and authenticated by the Head of the Department/Principal of College. Following documents are to be enclosed along with the Application Form:

- Photocopy of the College /Department fee receipt.
- Photocopy of the College / Departmental Identity Card.
- Two latest passport size photographs.

The Students are further required to deposit the prescribed fee online as indicated in the Application Form through online mode and receipt has to be deposited in the Office of the W.U.S. Health Centre.

3. Students registered in diploma/ part time /correspondence Courses :

Students pursuing diploma / part-time /correspondence courses are not eligible for Health Centre Membership.

MODE OF PAYMENT **for Health Centre Contribution (HCC)**

<http://finance.du.ac.in/>



Misc. Fee



New User



Employee Payment/Students Payment

ENTITLEMENTS OF ELIGIBLE MEMBERS

1. Non-Members of the University/College will be provided only free consultation at the Health Centre as and when required. OPD treatment will be given only to those Non-resident Students who have paid membership fee of the Health Centre on per session basis. No Medical Reimbursement of any kind will be allowed to the non-member/students.
2. All permanent employees of the Institute of Economic Growth, Centre for Professional Development of Higher Education and Agro Economic Centre will be allowed to continue their membership of the W.U.S. Health Centre and avail in-house investigation and treatment facilities available at the Health Centre. However, all hospitalization related expenses and any other investigation charges will be paid to these employees directly by their respective employers or the funding agencies only.
3. Teachers employed on Ad-hoc basis and personnel appointed in time bound Research Projects will be allowed only OPD consultation and treatment on production of valid identity cards clearly showing the period for which s/he is engaged in work/research work with the University. No reimbursement facility will be allowed to Teachers working on Adhoc basis. The facility will be given to individuals only and shall not include any other member(s) of the family. Rate for monthly subscription of these members will be in accordance with the rate slabs applicable for drawing other benefits.
4. Visiting Faculty will avail full OPD facility. All other investigation and indoor treatment bills will be paid by the Sponsoring Authority or Donor institution, as the case may be.
5. All regular University and affiliated college employees can seek the consultation and treatment at the Health Centre with reimbursement facility of medicines and investigative tests required for diagnosis. However, Emergency and hospitalization charges will be reimbursed by the College/University as the case may be.

- **Non Resident Students (Day Scholars)**

₹ 120/- payable on annual basis.

- **Resident Students (Hostel)**

₹ 240/- payable on annual basis.

- **Ph.D./M.Phil students**

₹ 240/- per academic session.

- **Junior Research Fellows, Senior Research Fellows, Research Associates:**

As per salary slabs applicable to regular employees

GUIDELINES FOR CLAIM OF REIMBURSEMENT

- 1) There is no need to obtain reference from the Medical Officer of W.U.S. Health Centre for availing treatment at the hospital.
- 2) The treatment must be availed only from the Hospitals empanelled only by the University of Delhi. However, in emergency (cases to be corroborated by Emergency Certificate from the treating Physician/Surgeon), the treatment can be availed from the nearest Hospital even if that Hospital is not on the University approved panel. For availing reimbursement of expenses incurred on treatment, nature of Emergency will have to be justified and approved by the Chief Medical Officer.
- 3) Reimbursement bill(s) ought to be submitted by the beneficiaries directly to their concerned University/Department/College in which the beneficiaries are employed. The concerned College/ Finance Branch XIII of University will make the reimbursement of the medical bill(s). **All claims must be made within six months of the treatment** else the bills will be summarily rejected.
- 4) The Retired employee must submit their Hospital medical bills/OPD claims directly to the University/Department/College from where they retired. The reimbursement will be made by University/College as the case may be.
- 5) The reimbursement will be as per CGHS/AIIMS approved rates. All extra charges other than the CGHS/AIIMS approved rate list will be borne by the incumbent/beneficiary.
- 6) The reimbursement of the Investigation Bills/Medicine Bills will be made by the W.U.S. Health Centre, if these have been prescribed by the Doctors of the W.U.S. Health Centre only. The name of the Doctor/W.U.S. Health Centre should be mentioned on the bill/cash memo.
- 7) All the beneficiaries of the Health Centre are informed that the payment of investigations/medicines for taking treatment in any Hospital/Doctor other than the W.U.S. Health Centre will not be done by Health Centres, if their bills/cash memos bear the name of the Doctor other than that of W.U.S. Health Centre. They should take the payment of such other medical claims from their Department/Colleges.
- 8) The bills/cash memos of the investigations and medicines will not be reimbursed by the W.U.S. Health Centre, if the name of the doctor other than that of W.U.S. Health Centre has been mentioned.
- 9) All the doctors of W.U.S. Health Centre are requested not to issue the requisition slip to the beneficiaries of Health Centre for investigation/medicines, if they are getting treatment from any Hospital/Doctor other than the W.U.S. Health Centre.

Reimbursement of Diagnostics/ X-ray charges

Such reimbursement will be permitted only if such test facilities are not available or operational in particular W.U.S. Health Centre. Availability and functionality of these tests/equipments must be ascertained from the W.U.S. Health Centre Clinico-Pathological labs and X-Ray Department before getting the investigations carried out in laboratories which are on the panel of University of Delhi.

Entitlement of wards in Private empanelled Hospitals

S. No.	Corresponding Basic Pay drawn by officer in 7 th CPC per month	Entitlement
1.	Up to Rs. 47,600/-	General Ward
2.	Between Rs. 47,601/- and Rs. 63,100/-	Semi-Private Ward
3.	Rs. 63,101/- and above	Private Ward

MEDICAL BOARDS & MEDICAL FITNESS CERTIFICATE

1. Medical fitness certificate in case of fresh or re-employment is provided by the W.U.S. Health Centre. The form can be downloaded from website of W.U.S. Health Centre <http://healthcentre.du.ac.in/Forms.html>.

In case of new appointments to the University/Colleges, Medical Examination shall be done on Monday and Friday from 09:30 AM to 11:00 AM.

Candidates are required to submit letter of appointment, 2 passport size photographs and following investigations from the University of Delhi empanelled Hospital :

- | | | |
|---|---------------------------|------------------|
| 1. Haemoglobin | 2. Chest X-Ray PA View | 3. Recent E.C.G. |
| 4. Vision Report RE/LE | 5. Fundoscopy Report | 6. Urine/R/ME |
| 7. Blood Sugar-Fasting/P.P./HbA _{1c} | 8. ENT/Audiometric Report | |
| 9. Gynaecology Report for female candidate | | |

Male candidates will be examined by Male Doctor and Female candidates will be examined by the Female Doctor.

Medical Fitness Certificate will be sent to the respective Department/College by registered post.

2. Any handicapped/injured student intending to have the facility of writer or extension of time during examination should apply to the Head of the Department/Principal of the respective Department/College one month in advance. The application is routed through the Examination Branch at the North or South Campus to the Chief Medical Officer, W.U.S. Health Centre (Main Campus), Chhatra Marg, University of Delhi, Delhi-110007.

The candidate will be examined by a Board of Officers comprising of Visiting Specialist of the concerned specialty and Medical Officer on duty from Monday to Friday from 01:00 PM to 02:30 PM. If the Visiting Specialist is not available on any particular day, the candidate will be examined on the next working day of the Visiting Specialist. X-Ray of the candidate to confirm the findings will be carried out at W.U.S. Health Centre/nearest Diagnostic Centre.

Instructions for seeking the facility of writer/extra time by student of University of Delhi :

1. Prescription of the Government Hospital.
2. X-Ray of the relevant area on the date of injury (in case of fractures/or any injury).
3. X-Ray of the relevant area after surgery (if surgery has been done).
4. Latest X-Ray of the relevant area on the date of examination, if available.
5. Discharge slip issued by the Government Hospital preferably from Head of the Department of the Government Hospital.
6. Declaration by the candidate whether she/he is left hand writer or not.
7. To bring two passport size photographs, original papers of the Government Hospital and X-Rays.
8. Candidate must report to this office at least 24 hours before the date of examination.

The decision of the Board of Officers shall be final and binding upon the candidate seeking facilities of writer and extension of examination time.

3. Medical Examination Certificate will be given only for Hostel Accommodation and Swimming after the following medical examination :

Hostel Accommodation	: Chest X-Ray, Blood Sugar and ECG
Swimming	: Chest X-Ray and ECG

Medical Examination Certificate for NCC Camp will be given after proper vaccination of the candidate.

The lists of Empanelled Hospitals and Diagnostic Centres are reviewed regularly by duly constituted Reviewing Committee. Please visit <http://www.du.ac.in/du/index.php?page=wus-health-centre> to view the updated list of Empanelled Hospitals and Diagnostic Centres or else follow the links as below :

