

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. Enrolment of W.U.S. Health Centre is **mandatory for all the pensioners** of University of Delhi and its affiliate colleges.
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 or its affiliated colleges the charges for enrolment as a member of the W.U.S. Health Centre w.e.f. 23.06.2009 are as follows :

Grade Pay	In Service	Retired
	Per Month Health Centre Contribution	Life Time Health Centre Contribution
Upto Rs. 1,650/- per month	Rs. 50/-	Rs. 6,000/-
Rs. 1,800/-; Rs. 1,900/-; Rs. 2,000/- Rs. 2,400/- ; and Rs. 2,800/- per month	Rs. 125/-	Rs. 15,000/-
Rs. 4,200/- per month	Rs. 225/-	Rs. 27,000/-
Rs. 4,600/-; Rs. 4,800/-; Rs. 5,400/-; and Rs. 6,600/- per month	Rs. 325/-	Rs. 39,000/-
Rs. 7,600/- and above per month	Rs. 500/-	Rs. 60,000/-

6. If the dependant of the deceased beneficiary becomes an employee of 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. The employee/pensioner of University of Delhi and its affiliate colleges will have to give an undertaking to the effect that if amount of HCC is revised according to 7th Central Pay Commission, the revised HCC will be payable by her/him and she/he will have to remit the same otherwise membership will be cancelled.
9. 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 (including more than one wife and a judicially separated 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, at 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.
 - (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 beneficiary and normally residing with him shall be eligible up to the age of 18 years.

Note : Income of dependants from all sources including pension and pension equivalent should be less than Rs. 3500 + DA per month.

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 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 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 for this purpose shall be made in the prescribed form.

DEPENDENCE CERTIFICATE :

Every Card Holder must certify that the Parents/Dependents whose names have been included in the token card, normally reside with him and are fully dependent upon her/him. Such a certificate 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 Rs. 3500 + DA per month.

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

The Booklet of W.U.S. Health Centre membership held by the 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 are also required to surrender her/his Booklet(s) of W.U.S. Health Centre to the issuing authority

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

If the Medical Officer detects a case of misuse of Health Booklet of Health Centre by unauthorized person, he will bring the fact to the notice of CMO and / or the matter reported to the Chairman – IGC, 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 Health Booklet is likely to be misused the holder must inform immediately to the Police 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.
- (iii) A duplicate card will be issued after verification of membership form from the respective Department/College of employee with penalty of Rs. 25/- per Booklet.

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

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. However, in view of humanitarian service, essential and immediate treatment for one day should not be denied to the patient but the beneficiary should be advised to bring the W.U.S. Health Centre Booklet at the time of subsequent visits and if considered necessary, a note may be made in OPD ticket of the patient. The CMO will obtain a certificate from each pensioner for any rise of pay/pension due to hike in increments after every two years for calculation of rate of pension or the fact may be verified from his pension payment order before revalidation of card. The CMO will therefore refix the rate of contribution accordingly. In case of Pensioner the transfer of Health Booklet from one 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 latest coloured photograph duly signed by Chief Medical Officer/Section Officer is affixed and in the absence of same the medicines will be denied to her/him. She/he must submit the membership Booklet of Health Centre at the reception for verification. The receiving clerk/MTS will verify the credentials, stamp the date and initial the health Booklet. Until she/he deposits the Booklet at the reception, 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 three 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 primarily is available only to eligible members who have enrolled themselves (teachers, non-teaching, students & retired staff of Delhi University and its affiliated Colleges) in the health centre.