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GOVERNMENT OF SINDH
LOCAL GOVERNMENT AND
HOUSING TOWN PLANNING DEPARTMENT

Karachi, dated the 17th February- 2017

N O T I F I C A T I O N

No.Ro(LG)/MISC:/4(74)/2016: In exercise of the powers conferred by Section 138 of the Sindh Local Government Act, 2013, read with entry 12 of Schedule VII thereto, the Government of Sindh are pleased to make the following rules :-

1. **Short title, commencement and application.** (1) These rules may be called the Sindh Local Council Servants (Medical Attendent) Rules, 2017.

(2) They shall come into force at once.

(3) Subject to anyother provisions of these rules or directions issued by Government, these rules shall apply to all servants of the Councils, Members of the Sindh Councils Unified Grades Service and Employees of the Sindh Local Government Board.

2. **Definitions.** (1) In these Rules, unless there is anything repugnant in the subject or context:-

(a) "authorised medical attendant" means –
   (i) in the case of servants in BPS-16 and above, Civil surgeons/Medical Superintendents, Medical Colleges Hospitals and District Health Officers or Town Health Officers, as the case may be;

   (ii) in the case of servants in BPS-1 to BPS-15 Medical Officer Women Medical Officer of Government/Local Council Hospital, Dispensary Clinics and Health Centre or Units, as the case may be.

(b) "Charges" means any authorized amount paid by the servant on account of authorized medical treatment, under the rules;

(c) "District" means the revenue district in which the servant is employed or falls ill;

(d) "family" means parents, apouse, legitimate children and step children of servant's parents, sisters and minor brothers residing with and wholly dependent upon him or her;

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Explanation:- Where the wife of the servant is also an employee the husband shall be entitled to claim any benefit admissible to him under these rules in respect of the wife if she does not claim the benefit in her own right as the employee.

(e) "Government" means Government of Sindh;

(f) "hospital" means a hospital, a healthcare centre or unit, M.C.H. Centre/Dispensary, a dental hospital or clinic maintained by Government or Local Council in the District wherein the arrangements have been made by the Local Council or Sindh Local Government Board for the treatment of servants;

(g) "medical attendance" means -

(i) in respect of a servant specified in sub-clause (i) o clause (a), an attendance in hospital or at the residence of the servant, in case of illness which couples the patientto confine to his or her residence including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any Local Council or Government hospital in the District, and are considered necessary by the authorized medical attendant, and such consultation with a specialist or other medical officer in the service of the Government or Local stationed in the District or Province as the authorized medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorized medical attendant, determine;

(ii) in respect of any other servant in BPS-1 to BPS-15, attendance at the hospital or in case of illness which compels the patient to be confined to his residence, including such methods of examination for purposes of diagnosis as are available in the nearest Government or Local Councils hospital and such consultation with a specialist or other medical officer of the Government or Local Councils stationed in the District as an authorized medical attendant, certifies to be necessary to such extent and in such manner as the specialist or medical officer may in consultation with the authorized medical attendant, determine;

(h) "patient" means a servant or any eligible member of his or her family to whom these rules apply and who has fallen ill;

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(i) "servant" means a person who is an employee of a Local Council Member of Sindh Councils unified Grades Service or employee Sindh Local Government Board but does not include -

(i) a person who is on deputation from the Federation of Sindh Province or Authority; or

(ii) a person who is employed temporarily on contract, or on work charged basis, or who is paid from contingencies or

(iii) a person who is a " worker" as defined in the Sindh Factories Act, 2015 (Sindh Act XIII of XXV of 2016);

(j) 'treatment" means the use of all medical and surgical facilities available at the hospital in which a servant is treated and includes-

(i) the employment of such pathological, bacteriological, radiological or other methods as are considers necessary by the authorized medical attendant,

(ii) the supply of such medicines, vaccines, sera or other pherapeutic substances as are ordinarily available in the hospital;

(iii) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the outhorized medical attendant may certify in writing to be essential for the recovery of the servral;

(iv) such accommodation as is ordinaril provided in the hospital and is suited to his status;

(v) such nursing a is ordinarily provided to patient by the hospital;

(vi) the specialist consultation described in clause (h) of rule 2, but does not include provision of the request of the servant of accommodation superior to that specified by Government;

(vii) "dental treatment" includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis, pyrrhea and filling (temporary or permanent) of dental cavities including root canal treatment, scaling, but does not include dental implants, orthodontic appliances, bridging crowning and provision of dentures;

(viii) the provison of artificial limbs, joints and implants;

(ix) the facility of circumcision.

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3. **Free Medical Treatment.** (1) A servant and his family shall be entitled. free of charge to medical attendance by the authorized medical attendant.

(2) Where a servant is entitled under sub-rule (1), free of charge to receive medical attendance, any amount paid by him or her on account of such treatment shall on production of a certificate in writing by the authorized medical attendant in this hehalf and after neecessary verification, be reimbursed to him or her.

4. **Travelling Allowance.** (1) When the place at which a patient falls ill is not the headquarters of the authorized medical attendant,

(a) the patient shall be entitled to travelling allowance at tour rates for the journey to and from such headquarters;

(b) if the patient is too ill to travel, the authorized medical attendant shall be entitled to travelling allowance at tour rates for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under clause (a) of sub-rule (1) shall be accompanied by a certificate in writing by the authorized medical attendant stating that the treatment was necessary, and if the application is under clause (b) that the patient was too ill to travel.

5. **Referral of Patient in case of serious conditions or non-availability of Medical Attendant.** If the autorized medical attendant is of opinion that the case of a patient is of such serious or special nature as to require medical attendance by some person other than hum or her and such attendance or treatment which is not available at the place where the patient has fallen ill or that the patient requires specialized treatment, he may with the approval of the Medical Superintendant of the hospital (which shall be obtained before hand unless the delay involved entails danger to the health of the patient) -

(a) send the patient to the nearest specialist or other medical officer as provided in clause (g) of rule 2, by whom in his or her opinion; medical attendance is required for the patient or in case of specialized treatment to the place in the province where such treatment is available;

(b) if the patient is too ill to travel, call such specialist or other medical officer to attend the patient.

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(2) A patient sent under clause (a) of sub-rule (1) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to travelling allowance for him or her and his or her attendant at tour rates for the journey to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.

(3) A specialist or other medical officer called under class (b) of sub-rule (2) shall, on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to traveling allowance at tour rates for the journey to and from the place where the patient is.

6. **Re-imbursement of Medical Charges.** (1) If a servant is treated in a hospital maintained by the Government or a council or in any other hospital where he or she is to pay for treatment, he or she shall make the payment in the first instance and recover the amount afterwards from Government or Council as the case may be.

(2) Before claiming reimbursement, he or she shall obtain from the hospital authority a copy of the printed tariff of the hospital, a bill in full details and also a duly signed receipt in token of having made the payment, and present them to the head of his or her office. The head of the office shall check the bill with the tariff and after which the hospital bill and the receipt will from the vouchers. The amount shall then be disbursed to the servant.

(3) The procedure for re-imbursement of medical charges incurred on the treatment of chronic diseases shall be such as applicable to the civil servants of Government.

7. **Medical Attendance of Retired Servants and their Family.** All retired servants and their families shall be entitled to -

i) medical attendance and treatment at Government or Local Councils Hospitals, free of charge;

ii) the facilities of medical attendance at their residence in case of illness which compels the patients to be confied to their residence;

iii) medical treatment, free of charge, from any private hospital/clinic in emergency, if necessary, on the opinion of the authorized medical attendant;

iv) any amount paid by retired servant and family of he deceased servant on account of medical treatment, shall on production of certificate in writing by the Authorized Medical Attendant as specified in Rule 2, in that behalf, after necessary verification, be reimbursed by the Local Council concerned.

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8. **Treatment Abroad.**

The Treatment of servants at abroad shall be regulated in accordance with the policy of Government.

9. **Relaxation of Rules.**

Government may relax any of the provision of these Rules in special cases of hardship.

MUHAMMAD RAMZAN AWAN-
SECRETARY TO GOVERNMENT OF SINDH

No.RO(LG)/MISC:/4(74)2016. Karachi, dated the 17th February-2017.

A copy is forwarded for information and necessary action to:-

1. The Additional Chief Secretary,_____(all), Government of Sindh, Karachi.
2. The Secretary to Governor Sindh, Karachi.
3. The Administrative Secretary_____(all), Government of Sindh, Karachi.
4. The Member-I/II, Provincial Local Government Commission, Karachi.
5. The Director General, Sindh Civil Services * Local Govt: Academy, Tandojam.
6. The Commissioner_____(all).
7. The Mayor/Municipal Commissioner, KMC/HMC/SMC and LMC.
8. The Chairman, District Municipal Corporation_____(all), Karachi
9. The Chairman/Chief Officer, District Council_____(all).
10. The Director, Local Government_____(all).
11. The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
12. The Chairman/Chief Municipal Officer, Muncipal Committee,_____(all).
13. The Chairman/Town Officer, Town Committee,_____(all).
14. The Assistant Director, Local Government,_____(all).
15. The Superintendent, Sindh Government Printing Press, Karachi with a request to kindly publish the same in extraordinary gazette and furnish 500 copies thereof to this Department.
16. The Section Officer (Legislation), Law Department, Government of Sindh, Karachi, with reference to his letter No.S.REG.4(06)2016/25, dated 13th February-2017.
17. PS to Minister, Local Government and Housing Town Planning.
18. PS to Secretary, Local Government and Housing Town Planning Department.
19. PA to Additional Secretary (LG), Local Government Department.

(AKHLAQUE KHAN YOUSUF ZAI)
RESEARCH OFFICER

Name of Council _____

Department/Office/Branch _____

MEDICAL REIMBURSEMENT CLAIM

P R O F O R M A

NAME OF EMPLOYE : _____
DESIGNATION : _____
GRADE (BPS) : _____
CONTACT NO. : _____
C.N.I.C NO. : _____
DATE OF APPOINTMENT : _____
PRESENT POSTING : _____
P.P.NO (Retired Employee) : _____
PATIENT NAME : _____
RELATION WITH EMPLOYEE: _____
C.N.I.C. No. : _____ (copy enclosed)
NATURE OF DISEASES : _____
PREVIOUS MRC DETAILS
(Current financial year) : Rs:_____

This is tocertify that the above information is correct and enclosed bills amounting to Rs:_____ (in words) (Rupees _____only) are correct and genuine.

Note: Signature & Stamp of
HOD / DDO (Concerned)
Authority