

FATA SECRETARIAT
ADMN & Coord Department
Warsak Road Peshawar

Dated 02/01/2010

NOTIFICATION

No. **FS/C-25/01-06**. In exercise of powers conferred by section 39 of the FATA Dev: Authority Regulation, 2006, and in consultation with the FATA Development Authority, the Governor NWFP is pleased to approve the following rules, namely: -

1. **Short title, commencements & application:** (1) These rules may be called the FATA Development Authority Employees Medical Attendance Rules; 2009.
 - (2) These rules shall come into force at once.
 - (3) These rules shall apply to all employees appointed in the Authority as well as in its projects and the field offices.

2. **Definitions:** In these rules, unless the there is anything repugnant in the subject or context: -
 - (a) **“Approved hospital”** means a medical centre, or a hospital maintained by the Federal Government or a Provincial/District Government, Combined Military Hospital and Cantonment General Hospital located in NWFP/FATA; or in the Country.
 - (b) **“Authorized Medical Attendant”** means a registered medical practitioner, appointed by the Authority for its employees for the purpose of medical attendance and treatment;

- (c) **“Chief Executive”** means the Chief Executive of the FATA Development Authority.
- (d) **“Employee”** means a person employed in the Authority: -
 - (i) on regular basis;
 - (ii) on deputation basis;
 - (iii) on contract basis, appointed at least for one year.
- (e) **“Family”** means parents, husband/wife and legitimate children & step children of the employee residing with and wholly dependent upon him.

Explanations: (i) Wife shall be deemed to be wholly dependent upon an employee so long as she is not judicially separated.

- (ii) Where the wife herself, is a Government Servant or an employee of the Authority, the husband shall be entitled to claim any benefit admissible to him in r/o the wife if she does not claim the benefit in her own right as a Govt/ Authority employee.
- (iii) Sons, and step sons shall be deemed to be wholly dependent upon an employee till they complete the age of 18 years and shall thereafter be deemed to be as dependent only if the employee certifies that they are wholly dependent upon him.
- (iv) Daughters and step daughters shall be deemed to be wholly dependent upon an employee till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

- (f) **“Medical attendance”** means medical attendance at a approved hospital in case of illness of an employee or any member of his family and includes;
- (i) consultation with the authorized medical attendant;
 - (ii) such consultation with a specialist/consultant of the approved hospital as is considered necessary by the authorized medical attendant; and
 - (iii) employment of such pathological, bacteriological, radiological, ultrasound and other methods for the purpose of diagnosis as are considered necessary by the authorized medical attendant or the specialist/consultant treating an employee or his family, which are ordinarily available in an approved hospital.
- (g) **“Patient”** means an employee of the Authority and a member of his family who has fallen ill.
- (h) **“Treatment”** means indoor & outdoor treatment as follows: -
- (I) **“Indoor treatment”** means treatment of a patient admitted in a hospital and includes: -
 - (i) employment of such pathological, bacteriological, radiological, ultrasound and other methods for the purpose of diagnosis as are considered necessary by the authorized medical attendant or the specialist/consultant treating an employee or his family, which are ordinarily available in an approved hospital.
 - (ii) the supply of such medicines, vaccines, sera, other therapeutic substances prescribed by the authorized

medical attendant/ specialist/consultant considered essential for the recovery or prevention of serious deterioration in the condition of an employee or any member of his family;

- (iii) the supply of empty blood bags and blood screening.
- (iv) such accommodation as is ordinarily provided in the approved hospital and is suited to the status of the employee, as specified below: -
 - employees in B-16 and above : Private room
 - employees upto B-15 : Ward
- (v) such nursing as is ordinarily provided to indoor patients by the approved hospital;
- (vi) the dental treatment which includes treatment of gums & jaw bones diseases, extraction of teeth, treatment of dental caries, gingivitis, pyorrhea, and filling (temporary or permanent), root canal treatment and scaling, but does not include dental implants, orthodontic appliances, bridging, polishing, crowning & provision of dentures;
- (vii) the assessment of eye defect, medical & surgical treatment of eye diseases, but does not include provision of glasses;
- (viii) the provision of Intra Ocular Lens for the employee and his family, subject to prior approval of the Chief Executive, on the recommendations of an eye specialist/consultant.

- (ix) Treatment of diseases of ear, nose and throat.
- (x) the provision of artificial limbs, joints and implants in case of amputation of the limb in consequence of an injury sustained during the performance of duty; and
- (xi) major surgery.
- (xii) confinement of the female employee or the employee's wife in an approved hospital.

Explanation: free medical treatment does not include special diet, private nursing and provision of accommodation superior to that of his entitlement. The employee concerned or his family member, as the case may be, shall pay such additional charges himself/herself.

(II) **“Outdoor treatment”** means treatment without hospitalization of the patient and includes: -

- (i) Consultation with the Authorized Medical Attendant;
- (ii) Consultation with a specialist/consultant on the reference of the Authorized Medical Attendant.
- (iii) Purchase of medicines on the advice of the authorized medical attendant or the specialist/consultant, or medical officer on duty in an approved hospital as the case may be;
- (iv) Getting diagnostic facilities as an outdoor patient as defined in rule 2(h) I(i), on the advice of the authorized medical attendant/ Consultant/ Specialist.

- (v) Obtaining dental treatment as defined in rule 2 (f) I(vi) from a specialist/consultant, of an approved hospital.
- (vi) Treatment of diseases of eyes, ears, nose and throat, and
- (vii) Minor surgery.

3. **Free of charge medical attendance and treatment:** - (1) Except as otherwise provided in these rules, every employee and every member of his family shall be entitled, free of charge, to medical attendance and treatment by an authorized medical attendant and, on his reference, by a specialist/consultant, or in an approved hospital; provided that an authorized medical attendant shall not refer an employee or a member of his family to a specialist/ consultant or an approved hospital unless in his opinion, medical attendance or treatment by such specialist/consultant or in such an hospital is essential.

(2) The entitlement of medical attendance & treatment of the family members shall be as for the employee himself/herself.

4. **Appointment of authorized medical attendants:** - The Authority shall appoint one or more authorized medical attendants for medical attendance and treatment of its employees and their family members.

5. **Record of employees with the authorized medical attendant etc: -**
(1) The Secretary of the Authority and the Project Directors/Project Managers concerned shall give the names, ages and NIC copy of each employee and his family members entitled for medical cover, already working in the Authority/Projects, immediately on commencement of

these rules, to the authorized medical attendant, and within a week of the retirement, termination from service and arrival of an employee joining the Authority's service on first appointment or on deputation.

(2) In the event of retirement, termination from service and resignation of an employee, a copy of the such order shall be sent to the authorized medical attendant by the office issuing such order, immediately.

(3) The Secretary and the Project management shall also maintain the record of the expenditure allowed on a/c of medical attendance & treatment to each employee (and his family members) in r/o staff of the Head Office/field offices and the projects, respectively.

6. Full reimbursement shall be admissible to all the employees for indoor treatment subject to provisions of these rules irrespective of the payment of the medical allowance.
7. The employees in receipt of medical allowance and those appointed on contract basis on the lump sum salary (inclusive of all allowances) basis, shall be entitled to consult the authorized medical officer free of charge, as outdoor patient, and to get reimbursement of the expenditure incurred on lab tests, x-rays and ultrasound on the advice of the authorized medical attendant or the specialist/consultant as the case may be, as verified by the authorized medical attendant.
8. **Procedure:** - (1) In case of any medical complaint, an employee or his family member, shall consult the authorized medical attendant for obtaining medical attendance & treatment.

(2) The authorized medical attendant shall examine the patient and where consultation with a specialist/consultant is considered

necessary, he shall give him a reference chit as per Appendix “A”. On receiving the reference chit, the employee/family member shall see the specialist/consultant and pay the required fee. The reference slip along with the receipt for the fee paid and cash memos for the tests, x-rays done, and the medicines purchased on the prescription of the specialist/consultant, duly countersigned by the authorized medical attendant, shall be supplied to the Authority/Project incharge/head of the field office for reimbursement; subject to entitlement,

Provided that the authorized medical attendant shall refer such patients to only those specialists/consultants who are attached with an approved hospital.

(3) Where the authorized medical attendant does not refer the employee/family member to a specialist/consultant, he may prescribe lab tests, x-ray etc considered necessary and the required medicines. The employee or the family member, shall get the laboratory test, x-ray etc from the laboratory of an approved hospital and purchase the medicines, and subject to entitlement, submit the cash memos duly countersigned by the authorized medical attendant concerned, for reimbursement.

(4) The authorized medical attendant shall ensure that the name of the patient/family member consulting him stands in the list of family members of the employee concerned as maintained in his office/clinic.

(5) (a) If the consultant/specialist of the an approved hospital is of the opinion that the case of a patient is of such a serious nature as to require medical attendance/treatment by some consultant/ specialist other than himself, and such attendance or treatment is not available at the place where the patient has fallen ill he may, with the approval of

Medical Superintendent of the hospital (which shall be obtained before hand unless the delay involved entails danger to the health of the patient), may refer the patient to the nearest hospital or medical centre where such facility is available.

(b) A patient sent under sub clause 5 (a) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to traveling allowance for him and the attendant accompanying him (the patient), if so recommended by the referring doctor, subject to the conditions laid down in the Authority's T.A.

Rules.

9. In case of an employee falling ill while on duty abroad, shall be entitled to a reasonable cost of treatment on the scale admissible to him under these rules, and subject to the following conditions: -
 - (i) No routine checkup will be permissible at the expense of the Authority;
 - (ii) No liability will devolve on the Authority in case of treatment of any disease from which the employee may have been suffering while in Pakistan and for which he may take the opportunity of his visit to the foreign country for getting treatment. However, if a disease from which the employee may have been suffering while in Pakistan, takes a turn for the worse and requires urgent treatment, the case may be considered on merit by the Chief Executive in consultation with Director Health Services FATA.
10. **Maternity Cases:** - Maternity charges not exceeding two thousand rupees, shall be reimbursed to the employees in B-1 to 15 on production of receipts/cash vouchers, countersigned by the authorized medical attendant, if delivery is arranged at home, subject to

- verification by the authorized medical attendant and production of Form “B” of the child from National Database & Registration Authority (NADRA), and this facility shall be allowed only for two births.
11. **Treatment in emergency:** -In case of an emergency or at a time when the authorized medical attendant is not available, the employee or a member of his family (the patient) may seek medical advice from a doctor on duty in the nearest approved hospital and purchase medicines, the cost of which shall be reimbursed to the employee subject to the verification of the same by the authorized medical attendant and subject to entitlement.
 12. The Chief Executive, General Managers, Managers & Secretary as well as Project Directors/Project Managers Consultants and their family members may consult the specialists of an approved hospital direct & obtain reimbursement of fees & cost of medicines/tests, by providing the actual receipts/cash memos duly countersigned by the authorized medical attendant.
 13. **Treatment at an outstation:** - If an employee on tour or leave outside his headquarters falls ill, he may get medical attendance from the nearest approved hospital and any expenses incurred on such medical attendance/treatment shall be reimbursed to him on production of receipt/cash memos duly verified by the authorized medical attendant.
 14. The family of an employee in B-1 to 15 residing at a station other than his headquarter station, shall be allowed indoor treatment at the nearest approved hospital only, as per actual expenditure duly verified by the authorized medical attendant and subject to his entitlement.

15. The cost of transport in connection with medical attendance/ treatment shall not be reimbursed. Where, however, a patient is to be removed to a hospital in an Ambulance the cost of Ambulance shall be reimbursed on production of actual receipt.
16. **Relaxation:** - The Board may relax rules in any hardship case, if required under special circumstances.

Secretary (Admn & Coord)

Authority

Para-8 of the Brief for Governor NWFP

Dated 20-12-2009.

Copy to: -

1. Secretary, Government of Pakistan, Ministry of States & Frontier Regions Division Islamabad.
2. Secretary Finance FATA.
3. Chief Executive FATA Development Authority.
4. Secretary to Governor NWFP.
5. PS to Chief Secretary, NWFP.
6. PS to Additional Chief Secretary FATA.

Sd/--

Section Officer (Coordination)

Appendix – A
Reference Slip.

Name of Patient: _____.

Post held: _____.

Disease: _____.

Referred to: _____.
(Name or designation of the specialist/
consultant), for medical advice & treatment.

Signature of the
Authorized Medical Attendant

Date:

(Stamp).