

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH

PBS INSTRUCTION 300-29

SUBJECT : MEDICAL FACILITIES FOR PBS EMPLOYEES.

Date of Approval : 07-07-1980

Last Revision : 19-02-2020

PURPOSE :

To provide guideline for the Medical Facilities to be utilized by Palli Bidyut Samities.

POLICY :

PBS Employees and their family members will be entitle to receive free medical attendance by a Retainer Doctor and also indoor medical treatment in Govt./ Private Hospital or Clinics located any where in Bangladesh within the guidelines as laid down in the instruction.

GUIDELINES :

A. MEDICAL ATTENDANCE BY RETAINER DOCTOR:

Each PBS will employ a Medical Officer locally on retainer basis at a monthly consolidated fee to provide free medical attendance of the PBS employees along with the members of their family at a specified place. The amount of such monthly consolidated fee of the retainer is to be decided by respective PBS Board which however must be limited to maximum of Tk. 10,000.00 (Ten Thousand) per month Or as per decided of PBS Board and approved by member (PBS Management, BREB from time to time. The PBSs that have Zonal office(s), will

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employ a Medical Officer locally on retainer basis for each Zonal Office at a monthly consolidated fee to be decided by the respective PBS Board which, however, must be limited to a maximum of Tk. 8,000.00 (Eight Thousand) per month Or as per decision of PBS Board and approved by Member (PBS Management), BREB from time to time. Any employee asking for attendance of Medical Officer at his/her residence will pay for his visit. Fees are to be fixed from time to time along with the cost of his/her transportation. Cost of medicine and any pathological/Clinical test prescribed by the Retainer Doctor will not be reimbursed.

B. INDOOR TREATMENT.

Indoor treatment means treatment in Govt./Private hospital & private clinics. All expenses incurred during hospitalisation in any Govt. hospital will be reimbursed subject to compliance of reimbursement procedure as enumerated in clause - D. For treatment in Private hospital and clinics the following procedures will be followed:

(1) TREATMENT.

- a) For indoor treatment, patient may primarily obtain admission in the Hospital or Clinic situated in the local area or nearest district Town.
- b) In the case of emergency or necessary for better treatment the patient may obtain admission in the Hospital / Clinic situated in the nearest divisional Town. or else within the Country as per recommendation from the specialise physician or PBS Medical Retainer.

(2) ACCOMMODATION

For indoor treatment Govt./private Hospitals or registered clinics, seat rent will be reimbursed subject to following maximum limit.

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Senior General Manager	: Tk. 3,500.00 per day
General Manager	: Tk. 3,300.00 per day
Additional General Manager	: TK. 3,000.00 per day.
Deputy General Manager	: Tk. 2,7000.00 per day
Assistant General Manager	: Tk. 2,500.00 per day.
Other employees	: Tk. 2,000.00 per day.

Note: Doctor's fee will be paid at actual.

(3) **Operation Charge**

When an employee is operated upon following Hospitalization, the operation charges will be reimbursed as follows:

<u>Category</u>	<u>Maximum limit of reimbursement</u>
Major	Tk.30,000.00
Intermediate	Tk.24,000.00
Minor	Tk.12,000.00

The said amount will exclude Operation Theatre & anaesthesia charge which will be reimbursed at actual.

(4) **COST OF MEDICINE**

Cost of medicines (including stenting, transplantation etc.) will be reimbursed provided these medicines are prescribed by doctor of the Clinic/Hospital and taken by the patient only during the period of hospitalization. No medicine cost will be reimbursed after release from hospital/clinic.

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(5) **DIET CHARGE**

No diet charge will be reimbursed. If diet is supplied by the Hospital/ Clinic authority and not charged separately, 15% will be deducted from the amount claimed as seat rent.

(6) **REIMBURSEMENT OF OTHER COSTS**

Other costs such as pathological and any other test required for the proper treatment of the employees or their family members will be reimbursed provided said tests are prescribed by the Doctor of the Clinic/ Hospital and done only during the period of hospitalization.

(7) **REIMBURSEMENT OF MEDICAL EXPENSES IN CASE AN EMPLOYEE MEETS ACCIDENT WHILE ON DUTY**

All medicine and expenses in connection with the treatment (both indoor and outdoor) of an employee who meets an accident while on duty will be reimbursed. Such treatment shall cover a period from the time of occurrence till full recovery of the employee. However maximum limit for reimbursement of seat rent will remain in force.

C. **MATERNITY :**

Reimbursement of charges for maternity confinement shall be made in accordance with the guidelines provided in (A) and (B) above of this instruction but shall be admissible for the first and second issue only.

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D. **REIMBURSEMENT PROCEDURE:**

Medical expenses will be reimbursed only after completion of treatment. No part reimbursement or advance payment by the PBS will be allowed. For the purpose of any reimbursement of medical expenses, the concerned employee will be required to submit a bill in the prescribed form (Attachment "A") duly certified by the Retainer Doctor of the PBS. All columns of the form shall duly be filled in. The following documents shall be submitted along with the medical bill:

- Certificates in support of admission and release from the Hospital/ Clinic to be issued by the Hospital/ Clinic authority.
- All prescriptions made by the attending doctors.
- All vouchers in support of expenses incurred.

E) **APPROVING AUTHORITY:**

Subject to the strict adherence to policy instruction & budget provision the authority for approving bill for reimbursement of the cost of medical treatment will be as follows:

General Manager : Up to Tk. 40,000.00
PBS Board of Directors. : Above Tk. 40,000.00

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