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# Manual for Employee Health Service (EHS) Scheme

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**All India Institute of Medical Sciences, Rishikesh**  
VERSION 2.0

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After the release of EHS version 1, 2019 many amendments took place and have been incorporated into this version of the Employees Health Scheme (EHS) manual.

## 1. OBJECTIVE OF SCHEME

EHS is a contributory health scheme with the objective of providing comprehensive medical care facilities to All India Institute of Medical Sciences (AIIMS), Rishikesh employees and members of their families on the lines of AIIMS Delhi EHS scheme.

## 2. SALIENT FEATURES OF THE SCHEME

- Comprehensive health care services (promotive, preventive, curative, and rehabilitative)
- Based upon the pattern of Centre Government Health Services (CGHS).
- Membership for the services is compulsory for
  - i. all the regular employees, who are drawing pay from AIIMS Rishikesh's pay roll, on basis of prescribed rate of contribution for its membership.
  - ii. Tenure posts and employees appointed on a deputation basis or contractual basis shall also be members during their tenure at AIIMS Rishikesh.
- Cashless facility for treatment at AIIMS Rishikesh.
- Prevailing CGHS / CCS (MA) rules for reimbursement while availing treatment / diagnosis in private hospitals/diagnostic centers.

## 3. ORGANIZATIONAL FRAMEWORK

The Director of AIIMS, Rishikesh administers Employee Health Scheme (EHS). The Medical Superintendent (MS) / Chairman, Hospital Management Board will directly responsible for the administrative functioning of the scheme. Officer in charge, EHS will look after the routine work of EHS.

Clinical Staffs can vary on basis of registration at OPD

- Junior Resident / Senior Resident (EHS): 2
- Nursing Officer: 1
- Pharmacist: 1
- Clerk: 1
- Medical Reimbursement Accountant (MRA): 1

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- Multitask Staff (MTS) :1

#### 4. EHS ADVISORY COMMITTEE

EHS Advisory Committee as under: -

- Chairperson – Medical Superintendent (MS) / One Senior faculty member nominated by Director.
- Member Secretary – Officer in-charge, EHS.
- E.H.S. Members – Representatives from Faculty, Resident doctor's association (president/secretary) and other member from other categories of employee (Group A/B/C)

#### Role of E.H.S Advisory Committee are as under:

- To recommend any change in basic policy regarding EHS benefits from time to time for the improvement of services.
- To recommend addition or deletion, if any, drugs or surgical item into inventory after consultation with drugs & therapeutic committee.
- To look into the grievances of employees regarding quality of service and to incorporate any suggestions if deemed feasible.
- To discuss any issue of dispute regarding benefits and to suggest an amicable solution to administration.
- To discuss any agenda Chairperson deems fit to be discussed in the meeting.

#### 5. COVERAGE

Employee health scheme covers the entire population of serving employees on the AIIMS Rishikesh pay roll and their dependent family members. The scheme has also expanded to cover Senior and Junior Residents of AIIMS Rishikesh. To identify employees, an EHS card and an EHS number will be provided, which give particulars about the employees as well as his / her family and dependents. EHS cards are basically meant for identification of employees and information about her / his family members.

Term family for purpose of Scheme consists of

#### Definition of Family:

- Husband/Wife\*(including more than one wife and also judicially separated wife)

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- Dependent Parent/Step Mother (in case of adoption, only adoptive & not biological parents)
- 
- A female employee has choice to include either her dependent parents or her dependent parents-in-law, option exercise can be changed only once during service.
- Children including legally adopted children, step children and children taken as wards subjects to the following conditions.

|   |  |
|---|--|
| A) Son                                  | Till he starts earning or attains 25 years of age, whichever is earliest   |
| B) Daughter                             | Till she starts earning or gets married, whichever is earlier. Irrespective of age.  |
| C) Disabled Son (dependent)             | Irrespective of age (provided the disability occurred before the age of 25 years), permanently disabled sons (physical, mental/schizophrenia illness). Who are financially dependent on an EHS beneficiary, and residing with EHS beneficiary and suffers from 40% or more of disabilities are eligible. After every 5 years, EHS beneficiaries should furnish a disability certificate issued by an appropriate authority to EHS. |
| D) Widowed Daughter/ separated Daughter | Till they get re-married or start earning whichever is earlier   |
| E) Brother / Sister                     | Minor (less than 18 years of age )   |

**‘Disability’ Means**

Disability will be as defined under section 2(1) of ‘The person with disabilities (Equal opportunities, protection of rights and full participation) Act, 2014 (No.S.14025/02/2014-Ms)’ which is reproduced below:

- Blindness
- Low vision
- Leprosy cured

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- Hearing Impairment
- Locomotor Disability
- Mental Retardation
- Mental Illness” etc.

\* **Note:** Disability must be certified by a recognized medical board.

- Term “dependent” means income from all source including pension and pension equivalent of DCRG benefit is less than Rs. 9500+ DA per month.

## 6. SERVICES PROVIDED

### A) Outpatient care:

Outpatient services will be provided in staff health clinic (EHS Unit) to all beneficiaries and their families irrespective of their pay scale. OPD prescription issued on a daily basis to visiting EHS employees/beneficiaries to EHS OPD. On availability of EHS booklet, there is no need to of OPD slip but OPD registration on the same day with the department is mandatory.

EHS Staff will be given priority in OPD queues and investigation in the ration of 3:1(after 3 non-EHS patients one slot will be provided to EHS patients).

Location: EHS OPD, near Surgical Oncology, Block C, Level 3

### B) OPD timing:

- Monday to Friday: 8:30 am – 5:00 pm (Registration is done till 4:00 pm)
- Saturday 8:30 am -1:00 pm
- EHS remains closed on National holidays and Gazetted holidays.
- However, EHS emergency cases will be attended by Casualty Medical Officer/senior resident in ED.

### C) Referral to specialist clinic (if needed):

- Referral for consultation with specialist and for performing various examination, laboratory test and radiological investigations within different Departments of Institute will be attended on priority basis, preferably by consultant. In case consultant is not available, then

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Senior resident (SR) will attend the referred cases. Consultant/SR will write the prescription and endorse it in EHS booklet.

- Only Consultant will sign on EHS booklet.
- Faculty members with medical qualification or their family, and senior citizens more than 75 years of age irrespective of cadre of employee may consult specialist in first instance and for subsequent treatment. The treating consultant will write the prescription in EHS booklet, patient (EHS beneficiary) will then go to EHS OPD, where same prescribed medicines will be mentioned in EHS requisition form **Annexure- 1** and send to EHS Pharmacy for procurement.

#### **D) Vaccination:**

All vaccines mentioned in National Immunization Schedule on prescription of treating consultant. will be provided through EHS

Additional vaccines are included in **Annexure-2**

- Hepatitis A
- Varicella
- Rotavirus
- Pneumococcal
- Anti-rabies vaccine
- Hepatitis B
- Influenza vaccine

These may be decided as per decisions taken by various committee from time to time and as per disease prevalence during that period.

#### **E) Medicines:**

Free medicines will be available to all EHS beneficiaries through central pharmacy. If medicine is available in the pharmacy, then it will be issued on same day during EHS working hours. Detail policy and procedure of pharmacy services is given in **Annexure-3** Dermatology related medicines are mentioned in **Annexure-4**

#### **F) Inpatient care:**

Hospitalization to all EHS beneficiaries will be provided free of charge at AIIMS Rishikesh. Ward entitlement will be provided as per entitled basic pay criteria. An EHS patient needing hospitalization will be referred to relevant general or specialty department for consultation. From there patient will be admitted as per ward entitlement and availability.

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- If no bed is available as per entitlement then, patient may be admitted on emergency ward beds or even on regular ward beds. However, such patients must immediately be transferred as soon as any bed fall vacant.
- In no case should an EHS beneficiary be sent to other hospitals without permission of Medical Superintendent.
- EHS patient should be prioritized to Ward as per their entitlement.
- Diet during hospitalization will be free of charges.
- All investigation facilities including pathological, radiological, diagnostic etc. will be done free of charge in Institute.

**Entitlement of ward for indoor treatment at AIIMS Rishikesh.**

| Corresponding basic pay drawn by<br>officer in seventh CPC | Ward entitlement |
|--|------------------|
| Up to Rs. 47,600/  | General          |
| Rs. 47,601-Rs. 63,100                                      | General          |
| Rs. 63,101-Rs.80900  | Semi-Private     |
| Rs.80,901 and above  | Private          |

The following are the admission procedure: -

**From Casualty**

- All seriously ill patient will present in emergency department, where the patient will be examined by Casualty Medical Officer/ Senior resident on duty and will render immediate necessary treatment.
- If patient requires further investigations or treatment, then consultant will be informed for further management of case.
- If EHS beneficiary is to be admitted "Admission slip" will be made and signed by Casualty Medical officer / Senior resident and allotted the bed as per entitlement.
- Private/Semi private room will be allotted on the on written note by treating consultant that he/she is fit enough to be kept in private ward. Private room will be allotted from MS office and subject to availability.
- EHS beneficiary can be shifted to general ward on advice of treating Consultant.

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- In unfortunate event of death of an EHS beneficiary in casualty, information must be given to Medical Superintendent immediately. (CMO/senior resident on duty to inform).

**Admission from Outpatient department and clinic**

- In case EHS patient requires admission, the admission slip will be made, signed by senior resident/ consultant clearly indicating the EHS status of patient and send it to concerned ward for admission. If no bed is available as per entitlement, then any other vacant bed will be allotted until the bed is made available.
- Booking for a hospital bed can be done for purpose of investigation or day- care procedure by appointment.

**Maternity cases**

- EHS beneficiary maternity cases will directly report to labour room (if needed) where admission slip will be made and patient will be admitted.
- After the delivery all EHS patient will be shifted to entitled bed, as soon as possible after approval from treating consultant.
- Newborns will be covered under EHS against the EHS number of mothers till one month or longer if hospital stay is extended due to some complications.

**G) Issuance of drugs to inpatients:**

All EHS patients admitted in wards will be provided free of cost medications. Nursing officer in charge of the respective ward will make the separate indents for EHS beneficiaries mentioning EHS number and place the indent in Pharmacy store which will ensure all drugs are supplied at the earliest. If medicine is "Not Available" in department sub store (e-hospital) then nursing officer can issue "NA" in prescription slip and beneficiary will take medicine on EHS credit from Amrit pharmacy. If medicine is NA in Amrit pharmacy also, then beneficiary can buy same from outside pharmacy and will get it reimbursed on producing original bills.

For emergency cases patient can buy the medicine /surgical item from market and reimbursement of same can be done on endorsement of treating consultant and with original bills reimbursement admissible as per CGHS/CS(MA) rule.

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**H) Transport Facility:**

As per ambulance policy of AIIMS Rishikesh, EHS beneficiaries will be entitled to requisition of ambulance car. If an EHS patient needs ambulance for transport, free ambulance services for the EHS beneficiaries will be provided for up to 25KM (to-and-fro) from AIIMS Rishikesh, subject to the availability of the ambulance(s). If ambulance is not available, then in case of emergency the beneficiary can hire the private vehicle and reimbursement of same will be done after producing the NA from the Vehicle section countersigned by PRO and original bills. EHS patients will preferably be discharged from wards during morning and afternoon hours.

**I) Emergency cases:**

In case of emergency, beneficiaries can approach emergency department. If need to be treated on OPD basis, medication will be issued as per EHS policy.

If admission is required, then at least one beds will be earmarked for staffs in Trauma / Emergency department.

If place of illness / trauma is outside Rishikesh, in medically emergent conditions will also be admissible, subject to ceiling CS(MA) rules / CGHS rates applicable as per entitlement, when treatment is necessitated in such hospitals being situated near place of illness / trauma or due to circumstances beyond control of beneficiary. Genuineness of emergent condition shall be evaluated on case to case basis. Merely getting admitted through emergency, without any justifiable emergent condition, shall not make beneficiary entitled for benefit. Beneficiary has to inform EHS in writing for such emergent condition within 24 hours of admission which would be forwarded to MS for further approval.

**J) Obstetrics treatment:**

All maternity cases will be treated at AIIMS Rishikesh. In case employee is living at a far off distance from Institute, such cases can be referred by consultant / EHS O/IC, countersigned by Medical superintendent to any nearest hospital / maternity homes as recognized by CGHS or reimbursement will be as per CS(MA) rules or actuals whichever is less. Prior approval is necessary for reimbursement unless it is an emergency situation.

**K) Lab and Radiological investigations:**

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As per prescription of consultant, laboratory and radiological investigation will be done free of cost in AIIMS Rishikesh. Referral if needed or if such facility not available in AIIMS Rishikesh, then concerned department (Faculty in charge) will issue the NA. Reimbursement will be as per CS(MA) rules / CGHS rates or actuals whichever is less.

**L) Special consultation and treatment:**

Consultation with specialist shall be obtained on advice of EHS Officer except for Faculties. There will be provision of hearing aid, artificial limbs, orthotics, prosthetics, dental implant etc. on recommendation of treating consultant of AIIMS Rishikesh. Reimbursement is admissible as per CGHS/ CS(MA) rules.

**M) Injection and dressing room:**

All EHS beneficiaries reporting in OPD will be given injection and dressing in EHS OPD. Required injections will also be issued to beneficiaries and local purchase of injections and reimbursement of injections will be initiated from EHS OPD. One Nursing officer will look after functioning of EHS Injection and Dressing room.

Injectable medicines for EHS beneficiary will be not be issued for more than 4 days at a time for home use. In case, patient condition is debilitating and cannot come for daily injections, concerned consultant will make an endorsement for issue of injectable but will not be issued for more than 2 weeks. If injectable are given at home, any side effect due to injectable medicine, the responsibility will be of the patient or employee or person administering the drug and AIIMS doctors will not be held responsible. Written consent will be taken from the beneficiary for same.

**N) Occupational exposure:**

Cases with occupational exposure to infection will be considered for further management.

**O) Medical and fitness certificate:**

All EHS beneficiaries will get medical and fitness certificate free of cost, if required. Forms will be made available in EHS OPD. Intern/ Resident-in-charge of patient fills up form and gets it signed by treating consultant, CMO or medical officer-In-charge of EHS. Medical Superintendent / DMS will further countersign it.

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**P) Referral to other hospital:**

- Consultant can refer beneficiaries to autonomous/ government /private hospitals if needed (valid reason to be mention in writing) after taking approval from Medical Superintendent.
- Referral will be valid for OPD treatment for a particular disease for a period not exceeding six months from date of issue for allopathic treatment and 40 days for treatment in Indian system of medicine. For indoor and follow up treatment in hospital other than AIIMS Rishikesh, referral from concerned consultant and Medical Superintendent is required separately.
- For Ayush treatment, if Ayush consultant(s) is are not available at AIIMS Rishikesh referrals can be done by EHS and countersigned by MS/ nominee. Beneficiary has to sign the undertaking that they are not taking allopathy treatment for same condition. **Annexure-5**
- However, reimbursement will be done as per CGHS / CS (MA) /AIIMS rates and CGHS rate or actual whichever is less.

**Q) Reimbursement of specialized tests and treatments taken at government/ autonomous hospitals:**

Beneficiaries on production of a valid EHS card can avail of treatment facilities at AIIMS / Government or Autonomous Hospitals under Government of National Capital Territory of Delhi viz. Institute of Liver and Biliary sciences (ILBS), Delhi State Cancer Institute (DSCI), Institute of Human Behavior and Allied Sciences (IHBAS) and Maulana Azad Institute of Dental Sciences (MAIDS) etc. Jawaharlal Institute of Postgraduate Medical Education and Research), PGI Chandigarh etc. No prior permission / approval is necessary from consultant for this facility. Expenditure on treatment is reimbursed as per entitlement of beneficiary, as per CGHS/ CS(MA) rules / AIIMS rates or actual, whichever is less.

**R) Reimbursement for Genetic Test(s)-**

Diagnostic testing, carrier testing, newborn screening, prenatal test etc. need to prescribed by specialist only justification for some must to mentioned clearly. Till genetic testing "NA" in AIIMS Rishikesh. Reimbursement will be done as per CGHS rates/AIIMS Rate / Tata memorial institute (in case of cancer diagnostics) rates or actual whichever less.

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**S) Medical Equipment for Domiciliary Use –**

Medical equipment including Nebulizer, glucometer etc. will be issued to member when use of such equipment is absolutely essential on medical ground on recommendation of specialist. Consumable will be issued as per CS(MA) rules. Cost of repair & maintenance will be borne by beneficiary themselves & not reimbursable. CGHS ceiling rate will be applicable for reimbursement. If ceiling rates are not available as in insulin pumps, them will be reimbursed in full only after prior permission competent authority.

**T) Prior Special Permission of Director is Required For –**

- Procurement of equipment / machines like BiPAP, cPAP, Automatic Implantable Cardioverter Defibrillator (AICD), Oxygen Concentrator, Neuro-Implants, Cochlear Implant etc. Reimbursement shall be made as per prevalent CS(MA) / CGHS Rules.
- Costly treatments like Liver Transplant, Bone Marrow Transplant, chemotherapy treatment etc. - Committee for costly treatment is already in place that submits its recommendations. **Annexure-6**
- Prior special Permission of Head of Department is required for in Vitro Fertilization (IVF) treatment on recommendations of treating consultant duly signed by Head of Department of Obstetrics and Gynecology restricted to three cycles only.

**U) EHS Service for retiring EHS beneficiaries –**

- Beneficiary has the option to opt for EHS subscription at the time of retirement for life time. He/she needs to re-submit the EHS form and pay subscription according to his/her pay level at the time of retirement either annually or a lump for 10 years' period for a lifetime.

| Pay Level    | Contribution per month<br>(in Rs.) | Contribution per<br>annum (Rs) |
|--------------|------------------------------------|--------------------------------|
| 1-5          | 250                                | 3000                           |
| 6            | 450                                | 5400                           |
| 7-11         | 650                                | 7800                           |
| 12 and above | 1000                               | 12000                          |

- Duration of dispensary medicine- Retired employee / and their beneficiaries suffering from chronic ailments will be issued medicines for a period of six months as prescribed by the consultant / EHS officer and approved by EHS faculty in-charge I/C or MS Nominee.

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- Tele-consultation service through telemedicine/EHS OPD for follow-up care of chronic ailments to retired EHS beneficiaries who are residing outside Rishikesh.

#### V) In case of death of EHS beneficiary before retirement-

In unfortunate event of death of regular employee of AIIMS Rishikesh before his/her retirement, all the benefits of EHS can be availed by his/her dependents as per the policy for other EHS beneficiaries.

### 7. SETTLEMENT OF MEDICAL CLAIMS

For settlement/reimbursement of medical claim beneficiary should submit an application to EHS department for claiming reimbursement of medical expenditure and settlement of any advance. Claim should be filed within 6 months of discharge from hospital / treatment taken. Application should be submitted along with following document

- 1-EHS Number: -
- 2-Self -Explanatory letter form beneficiary Explaining emergency circumstances.
- 3-Original Bills Attested both by consultant & EHS beneficiaries.
- 4-Utilization Certificate. (Only Implant)
- 5-Undertaking as per approved format. (Only Implant)
- 6-Discharge Summary Signed copy by consultant
- 7-Copy of prescription mentioned on EHS booklet instead of OPD slip
- 8-Medical Reimbursement Form
- 9-NA Form Pharmacist/surgical store / laboratory/HOD for respective procedure (If Applicable)
- 10-List of all medicines, Laboratory tests investigations.
- 11-Permission copy of MS/ Director AIIMS Rishikesh (if applicable)/ Intimation copy to EHS during emergency for approval of treatment outside AIIMS Rishikesh
- 12-Bank Details (Salary Account Details) number only

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- There is no need for essentiality certificate signed by treating doctor to be submitted for reimbursement of medical claim.
- Such reimbursement is restricted to limits prescribed by Government from time to time. Expenditure incurred in excess of limits prescribed in CS (MA) Rules / CGHS guidelines has to be borne by beneficiary himself.
- For items non-admissible as per CS(MA) Rules / CGHS guidelines expenditure thereof shall be borne by beneficiaries themselves. There will be no reimbursement for these items.

## 8. PROCEDURE FOR ISSUING OF EHS BOOKLET

- Administrative office would issue Medical forms to applicant, which is to be filled up by applicant.
- Verification of all details as per service record and as per CS (MA) rules of applicant by Administration.
- EHS Card / Booklet will be issued by EHS after confirmation from Admin office
- Administrative office will decide entitlement of beneficiary in AIIMS Rishikesh on basis of basic pay drawn by employee. (As Per Table No-1
- EHS booklet will be issued while retaining medical form.
- New joined employees will fill form at time of joining

## 9. SUBSCRIPTION FOR SCHEME

As per CGHS rates approved by 5<sup>th</sup> SFC vide agenda No. SFC-05/10. subscription to scheme in case of employees would be deducted from salary on monthly basis. In case employee is on leave, contribution is recovered from employees during period of duty as well as leave of all kinds or than extra ordinary leave.

## 10. STUDENTS HEALTH SCHEME

- Student, will be seen by a doctor/consultant in EHS OPD. Consultant will fill up EHS OPD paper against roll no and medicines are to be collected from EHS counter. If any investigation is required, then that is done without any charge in AIIMS Rishikesh against roll number.

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However, Expenditure on Diagnostic test/ treatment which is not available/ not done in AIIMS Rishikesh will not be reimbursed to any student. This is as per 4 SFC approval agenda no 17.

- If admission is required, students will usually be given Semi- Private Ward based on availability and on production of AIIMS ID Card.
- No dues in this regard will be signed by EHS in-charge.

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Annexure-2

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कर्मचारी स्वास्थ्य योजना कार्यालय  
Employee Health Scheme Office

#AIIMS/RISH/EHS/238/08 May 2023

**REVISED CIRCULAR**

**Vaccines under EHS AIIMS, Rishikesh**

In supersession with previous order No. AIIMS/RISH/EHS/98/28 June 2022, the list of vaccine under EHS is updated.

**I. Covered under MOHFW at free cost or subsidized rate**

Following Pediatrics vaccine under National Immunization schedule will be made available to beneficiaries through Pediatrics OPD

1. Pentavalent
2. DPT
3. Tdap
4. MMR/MR
5. Td
6. IPV
7. OPV
8. BCG
9. Rotavirus
10. JE
11. TT

If this vaccine is Not available in OPD then Pediatrics consultant need to issue NA

**Adult Vaccine**

1. Tdap – only for pregnant women
2. Td/ TT
3. Rabies vaccine
4. Covid vaccine
5. Hepatitis B

**II. Other additional vaccine (only for high risk at prescription of specialist)**

1. Hepatitis A vaccine
2. Varicella vaccine
3. Pneumococcal conjugate
4. Pneumococcal polysaccharide
5. Antirabies vaccine
6. Typhoid VI polysaccharide
7. Cholera vaccine
8. Influenza vaccine
9. Zoster vaccine

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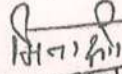
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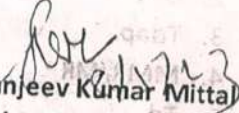
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Employee Health Scheme Office

- This vaccine will be procured through Central pharmacy and may need a time of 7 days. Considering vaccines except few not being an emergency so request to be co-operate.
- If Central Pharmacy is not able to procure the vaccine, then NA will be issued.
- Vaccine supplied under various Govt programme will not be procured from outside by Central Pharmacy unless concerned Dept issues NA for that vaccine.
- Vaccine must be administered in Pediatrics OPD/ EHS OPD / Adult vaccination center only.
- Central pharmacy should inform concern OPD for dispatch of vaccine and EHS will confirm the administration of vaccine to beneficiary.
- This is comprehensive list of vaccine available under EHS. If any beneficiary is prescribed vaccine apart from this list, then decision will be taken by higher authority on case to case basis after assessing the risk benefit ratio.

  
21/5/2023

Dr Meenakshi Khapre  
Faculty Incharge , EHS

  
Prof Sanjeev Kumar Mittal  
Medical Superintendent

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश, उत्तराखण्ड  
२४९२०३

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RISHIKESH, UTTARAKHAND-249203

EHS

EMAIL: -ehs@aiimsrishikesh.edu.in

Letter No EHS/AIIMS/RISH/2020/36

Date 19/6/20


ANNEXURE 1: POLICIES AND PROCEDURES OF E.H.S. AND PHARMACY  
SERVICE AT AIIMS RISHIKESH (version 2 dated 16/6/2020 )

1. Faculty Members with medical qualification and duly registered can write treatment under the purview of their broad specialty only.
2. Under the EHS policy, drugs will be prescribe with **GENERIC Names only**. Justification must be provided by consultant whenever brand name is prescribed. (Ref No: D. O7(13)2014-NHM-1 dated 18/4/2017.)
3. Any medicine and dermatology products (as per list given in letter no #AIIMSRISH/MS/105/17 August 2019) will be dispensed when prescribed by consultant of concerned specialty along calculated amount with total duration for which product is required. Dietary supplements must have proved therapeutic use for said medical condition.
4. E.H.S. beneficiary will be issued medications from Central Pharmacy counter, Trauma building.
5. Medicines will be routinely dispensed by central pharmacy for no more than 7 days of therapy. Consultants are required to prescribe accordingly.
  - Whenever prescribed with justification, medicines may be dispensed after approval O/I EHS / CMO upto 1-month use.  
Till CMO is appointed under scheme, medical officer in-charge EHS will look after its work.
  - If more than one-month medication is required, then supporting prescription from concerned specialist is necessary.

चिकित्सा अधीक्षक

Medical Superintendent

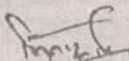
एम्स, ऋषिकेश/AIIMS, Rishikesh

  
Dr. Meenakshi Khapre  
Faculty Incharge EHS  
AIIMS, Rishikesh

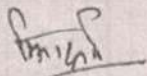


- In case of chronic diseases, three-month medicine may be signed by concerned specialist/consultant / DHA/ HOD Hospital Administration. However, the prescription will be reviewed by consultant before another three-month medicine is issued.
  - Treating Consultant also need to sign the EHS booklet failing which medicine will not be issued to beneficiary.
  - EHS doctors will not be authorize to sign the prescription for more than 4 weeks.
  - Drugs can be prescribed for duration limited to maximum three months for chronic diseases only, with proper endorsement in EHS booklet and OPD paper. However, if there is change in medicine in this three-month period then re-issue will be done only after the replacement of leftover medicines. Medicines will be reissued only 10 days prior to end of three months' period for concerned disease.
  - Finally, prescription will be verified by EHS O/IC for its adherence to Pharmacy policy.
6. Primary role of pharmacy is to issue medicines to IPD patients and institute employees & their dependents, against prescription from attending doctors of AIIMS.
  7. Staff members and their dependents are supplied all medicines (except injectable) listed in AIIMS Rishikesh Drug Formulary, from Central pharmacy EHS counters, against prescription from EHS doctors/consultant duly verified by EHS O/IC or nominee.
  8. Injectable drugs are administered to EHS patients in earmarked Injection Room.
  9. Normally, medicines outside Hospital formulary are not issued. However, in exceptional cases, such drugs can be procured by Central Pharmacy and issued only after appropriate justification by treating consultant. (letter no AIIMS/RIS/EHS/18 dated 13/12/19).
  10. When prescribed drug or it's substitute is not available in pharmacy, medicine is purchased through Central Pharmacy Store and is issued to beneficiary.

विक्रम अग्रवाल  
Medical Superintendent  
AIIMS, Rishikesh

  
Dr. Meenakshi Khapre  
Faculty Incharge EHS  
AIIMS, Rishikesh

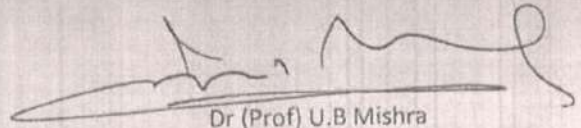
11. On some occasions medicine, if medicine is not available even by local purchase then consultant will be asked to alter the medicine.
12. In case of emergency situation i.e. patient is not within reach of institute. EHS beneficiary can buy prescribed medicine from outside pharmacy for duration not more than 3 days and inform EHS/ DHA accordingly within 24 hours with appropriate justification. Failing which reimbursement claim will not be entertained.



Dr Meenakshi Khapre

EHS Incharge, AIIMS Rishikesh

**Dr. Meenakshi Khapre**  
Faculty Incharge EHS  
AIIMS, Rishikesh



Dr (Prof) U.B Mishra

DHA and Chairman of EHS committee

AIIMS Rishikesh

विक्रम अहिर

Medical Superintendent  
एम. अ. रिशिकेश AIIMS, Rishikesh

Copy to :

PS to Director for information

PS to Dean for information

PS to DDA for information

All concerned beneficiaries (Faculties ,Residents, Nursing officers, Group A ; Group B , Group C officers)



अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश - 249203  
 ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RISHIKESH  
 कर्मचारी स्वास्थ्य योजना कार्यालय  
 Employee Health Scheme Office

#AIIMS/RISH/EHS/99 /28 June 2022

**OFFICE ORDER**

In Supersession of previous office order No. #AIIMSRISH/MS/105/17 Aug 2019, Only following Dermatological medicine/external issued medicine (Topical) will be covered under EHS, AIIMS Rishikesh.

| Sr. No. | Medicine name   | Formulation    |
|---------|---|----------------|
| 1       | Adapalene & Clindamycin Phosphate                             | Gel            |
| 2       | Adapalene (0.1% w/w)  | Gel            |
| 3       | Adapalene (0.1% w/w) + Benzoyl Peroxide (2.5% w/w)            | Gel            |
| 4       | Adapalene 0.1% & Benzoyl Peroxide 2.5% Gel, 30gm              | Gel            |
| 5       | Amorolfine 0.25 % 15 gm                                       | Cream          |
| 6       | Amorolfine (5% w/v) Nail Lacquer                              | Nail Lacquer   |
| 7       | Azelaic Acid 10% & 20% Cream, ----15 Gm Tube                  | Cream          |
| 8       | Bacitracin (400IU) + Neomycin (3400IU) + Polymyxin B (5000IU) | Dusting Powder |
| 9       | Benzoyl Peroxide (4% w/w)                                     | Cream          |
| 10      | Benzoyl Peroxide (5% w/w)                                     | Gel            |
| 11      | Betamethasone + Zinc Sulfate                                  | Lotion         |
| 12      | Betamethasone 0.05 %  | Ointment       |
| 13      | Betamethasone Dipropionate & Zinc Sulphate 30gm               | Cream          |
| 14      | Calamine lotion   | Lotion         |
| 15      | Chlorhexidine Mouthwash(IF MEDICALLY INDICATED )              | Liquid         |
| 16      | Ciclopirox Olamine 1%   | Shampoo        |
| 17      | Clindamycin 1%  | Lotion         |
| 18      | Clindamycin Phosphate Gel 1%                                  | Gel            |
| 19      | Clobetasole Propionate + Salicylic Acid                       | Ointment       |
| 20      | Clobetasole Propionate + Salicylic Acid                       | Lotion         |
| 21      | Clobetasone Propionate  | Cream/ Lotion  |
| 22      | Clotrimazole  | Cream          |

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कर्मचारी स्वास्थ्य योजना कार्यालय  
Employee Health Scheme Office

|    |   |                  |
|----|---|------------------|
| 23 | Clotrimazole (1% w/w) 100gm                       | Powder           |
| 24 | Coal Tar (4.25% w/w) + Salicylic Acid (2% w/w)    | solution         |
| 25 | Coal Tar lotion                                   | Lotion           |
| 26 | Crotamiton  | Cream            |
| 27 | Desonide (0.05% w/w)                              | Cream            |
| 28 | Desonide (0.05% w/w)                              | Lotion           |
| 29 | Eberconazole 1%                                   | Cream            |
| 30 | Fluocinolone acetonide (0.01% w/v)                | Shampoo          |
| 31 | Framycetin (1% w/w)                               | Cream            |
| 32 | Fusidic Acid                                      | Cream            |
| 33 | Gentian violet                                    | solution         |
| 34 | Glycerin (Oral Route)                             | Liquid           |
| 35 | Halobetasol (0.05% w/v)                           | Lotion           |
| 36 | Halobetasol (0.05% w/v)                           | Cream            |
| 37 | Halobetasol (0.05% w/v) + Salicylic Acid (3% w/v) | Lotion           |
| 38 | Halobetasol (0.05% w/v) + Salicylic Acid (3% w/v) | Cream            |
| 39 | Hydrocortisone + Crotamiton                       | Cream            |
| 40 | Hydrocortisone 1 % Topical                        | Cream            |
| 41 | Hydroquinone + Tretinoin + Fluocinolone acetonide | Cream            |
| 42 | Imiquimod 5 % Topical                             | Cream            |
| 43 | Isotretinoin 20 mg                                | Capsule          |
| 44 | Ketoconazole 1% and 2%                            | Lotion           |
| 45 | Ketoconazole 1% and 2%                            | Shampoo          |
| 46 | Ketoconazole 1% and 2%                            | Cream            |
| 47 | Luliconazole 1%                                   | Cream            |
| 48 | Minoxidil 10%                                     | Topical Solution |
| 49 | Minoxidil 10% + Finasteride 0.1 %                 | Topical Solution |
| 50 | Minoxidil 5 % + Finasteride 0.1 %                 | Topical Solution |
| 51 | Minoxidil 5%                                      | Topical Solution |
| 52 | Mometasone + Fusidic Acid                         | Cream            |
| 53 | Mometasone 0.1 % + Salicylic Acid 5%              | Ointment         |
| 54 | Mometasone furoate 0.1% w/w Cream                 | Cream            |
| 55 | Permethrin 1% w/w                                 | Lotion           |
| 56 | Permethrin 1% w/w                                 | Soap             |
| 57 | Permethrin 5% w/w                                 | Lotion           |

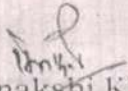
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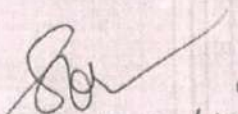


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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RISHIKESH  
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Employee Health Scheme Office

|    |   |              |
|----|---|--------------|
| 58 | Permethrin 5% w/w 30gm and 60gm                             | Cream        |
| 59 | PODOPHYLLIN RESIN SOLUTION 10 %, 25%                        | solution     |
| 60 | Povidine Gargle 1%  | Mouth Wash   |
| 61 | Povidone Iodine (2% w/v) 100ml                              | Mouth gargle |
| 62 | Povidone solution 5% and 10 % 100 ml                        | solution     |
| 63 | SALICYLIC ACID-6%W/W  | Ointment     |
| 64 | Tretinoin (0.04% w/w)                                       | Gel          |
| 65 | Tretinoin (0.05% w/w)                                       | Cream        |
| 67 | TRETINOIN-0.025%W/W   | Cream        |
| 68 | WHITE PETEOLLEUM JELLY 100 %                                | Jelly        |
| 69 | White Soft Paraffin and Light Liquid Paraffin Cream - 100 g | Cream        |

\*Circulate to all EHS beneficiaries.

  
Dr. Meenakshi Khapre  
Faculty Incharge EHS  
AIIMS, Rishikesh

  
Prof. Sanjeev Kumar  
Medical Superintendent  
चिकित्सा अधीक्षक  
Medical Superintendent  
एम्स, ऋषिकेश/AIIMS, Rishikesh

**Copy to:-**

1. PS to Director (for info.)
2. DDA/FA/SE/SAO/AO/PRO/Registrar/Sr. Librarian
3. All HoDs/Faculties
4. Officiating Administrative Officer (Nursing)/Nursing Superintendent
5. All EHS beneficiaries (A, B & C)





## ALL INDIA INSTITUTE OF MEDICAL SCIENCES RISHIKESH

**#AIIMS/RISH/EHS/39 /05 March 2020**  
**CIRCULAR**

EHS Beneficiaries to avail medical facilities under alternative system of medicines AYUSH.

EHS Beneficiary will be permitted to undergo treatment under Ayush System of medicine under following conditions.

1. Prior permission from MS/EHS Office is mandatorily before taking treatment in AIIMS AYUSH Facility.
2. The permission would generally be granted except in the following condition.
  - i. If beneficiary is already undergoing treatment under allopathic system, he/she will not granted permission to take treatment concurrently under AYUSH system but beneficiary may shift to another system of medicine after stopping treatment in one system for which permission would be granted. The choice of selecting one system of medicine to avail treatment as per their choice is entirely of the beneficiary. Permission to obtain treatment under two or more systems of medicines concurrently would not be granted same will be noted in EHS bookle, a copy of which will be retained in EHS Office.
  - ii. Patients seeking permission for treatment in facilities other than AIIMS will not be granted except if facility is not available in AIIMS, Rishikesh and referred by Ayush medical officer.
  - iii. Permission for treatment for Non therapeutic purpose/procedure will be refused.
3. Requisition of medicine will be through "EHS requisition form" initiated from Ayush medical officer each time and submit to EHS OPD (02-05 PM Monday to Friday). It will take 02-04 days for receipt of medicine to concerned beneficiary.
4. Reimbursement will not be allowed except issued NA from Central Pharmacy.
5. No self-prescription is allowed for medical facility under Ayush.

*Meenakshi*

**Dr. Meenakshi Khapre**  
**Faculty Incharge EHS**  
**AIIMS, Rishikesh**

**Copy to: -**

1. PS to Director (for Info)
2. Dean (A)/MS/FA/DDA/SE/AO/PRO
3. All faculty Members
4. All regular staff
5. Officiating Administrative Officer (Nursing)

*Me*



Annexure - 6

अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश  
All India Institute of Medical Sciences, Rishikesh, 249203  
चिकित्सा अधीक्षक  
Medical Superintendent

#AIIMSRISH/MS/133/17<sup>th</sup> July, 2023

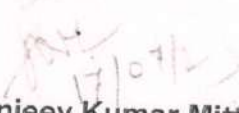
Office Order

In supersession of previous order no. #AIIMSRISH/MS/67/03 April 2020, the (drugs/treatment costing more than 5 lacs under EHS) committee is hereby reconstituted with following members.

The Following members are proposed for the committee: -

1. Medical Superintendent - Chairperson
2. HOD Radiation-Oncology - Member
3. HOD Psychiatry - Member
4. Faculty In-charge, Pharmacy - Member
5. Faculty In-charge, EHS - Member Secretary
6. Expert - Invited member

This issues with the approval of Competent Authority.

  
Prof. Sanjeev Kumar Mittal  
(Medical Superintendent)

1. PPS to Executive Director (for info.)
2. Dean (Acad.)/DDA (Admin.)/FA
3. All HOD/Faculty
4. All concerned
5. Chief Nursing Officer

