

# **MEDICAL ATTENDANCE RULES**



**COAL INDIA LIMITED**

10, NETAJI SUBH S ROAD

CALCUTTA 700 001

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# CHAPTER I

## MEDICAL ATTENDANCE RULES

### 1. Title

These Rules may be called the Coal India Limited Medical Attendance Rules.

### 2. Commencement of Rules

These Rules shall come into force with effect from 26th December, 1981.

### 3. Extent of Application

- (a) Officers employed in the executive cadre of Coal India Limited.
- (b) Management Trainees/Junior Executive Trainees or Officers on Deputation/Foreign service, or officers guided by Civil Rules/Railways Rules and re-employed officers to the extent provided in their terms of appointment.
- (c) Monthly rated non-executive employees of ex-NCDC who were appointed before August 15, 1967 (Pre-Wage Board), who were guided by what were known as "Corporation Rules" framed by ex-NCDC Limited and are already in receipt of medical reimbursement under CMAL Medical Attendance Rules.
- (d) Eligible dependant family members as specified under Rule 12 of Chapter II of these Rules, of employees as mentioned in Rules 3(a) to 3(c) above.
- (e) The daily rated, piece rated, Post Wage Board monthly rated employees guided by NCWA and eligible family members of their families as laid down in Rule 12, Chapter II of these Rules will be entitled to medical facilities limited to the extent as laid down in Chapter VI of these Rules.

**Note (i)** Employees who are getting a month's salary/wages in a year as Medical Allowance towards medical expenses, will not be covered by these Rules.

#### Note (ii)

Subject to the availability of the facilities and at the discretion of the Medical Officer-in-Charge of the hospital/dispensary, persons who are not entitled to medical facilities under these Rules, may be given medical attendance and treatment in Company's hospital/dispensary in case of emergency on payment. Recovery of charges from non-entitled persons will be made as per Rules specified in Chapter VII of these Rules. The charges may be revised by Coal India Limited as and when necessary. All charges from non-entitled patients will be credited to Company's account.

### 4. Interpretation

In case of doubt or dispute in respect of interpretation of any provision specified in these Rules, the matter will be referred to Coal India Limited and the decision(s) given by Coal India Limited will be treated as final.

## CHAPTER II DEFINITIONS

1. "Company" means Coal India Limited (in short, CIL) and includes its subsidiary companies, namely, Eastern Coalfields Limited (ECL), Bharat Coking Coal Limited (BCCL), Central Coalfields Limited (CCL), Western Coalfields Limited (WCL) and Central Mine Planning & Design Institute Limited (CMPDIL). Coal India Limited includes North Eastern Coalfields (NEC).
2. "Chief Medical Officer" (CMO) means the Chief Medical Officer of Coal India Limited or its subsidiary companies or any other officer specified for the purpose under these Rules by Chairman/Managing Director of a Company.
3. "Authorised Medical Attendant" (AMA) means any Medical Officer in the service of the Company or any Doctor in a panel of Doctors already approved by Company or in case where no Medical Officer of the Company is available at the station, any Government Medical Officer at the station or a Medical Practitioner duly registered with any State Medical Council (Allopathic System) of India.
4. "Entitled Employees" means those employees mentioned in Sub-rule (a), (b) and (c) of Rule 3 of Chapter I of these Rules.  
**Note :** Unless otherwise mentioned "employee" in all Chapters of these Rules, excepting Chapters VI, VII, VIII and IX, will mean "entitled employee".
5. "Competent Authority" means such Officers as specified by Chairman/Managing Director of a Company for the purpose of these Rules.
6. "Controlling Officer" means such officers of the Company as may be so specified by the Chairman/Managing Director from time to time.
7. "Hospital" means hospital of the Company, Government hospital, hospitals recognised by Central Government under Central Government Health Service Scheme, a hospital maintained by a local authority and any other hospital with which arrangements have been made by the Company, for the treatment of its employees.
8. "District" means a revenue district of the State Government.
9. "Station" means place of posting of the employee concerned.
10. "Medical Attendance" means medical treatment by an Authorised Medical Attendant including such pathological, bacteriological, radiological or other methods of examination and investigation for the purpose of diagnosis and treatment (curative and/or preventive) as are considered necessary by the Authorised Medical Attendant, subject to entitlement being confined within the limitation(s) laid down in these Rules.
11. "Pay", for the purpose of these Rules, means the basic pay, and includes special pay, personal pay, deputation allowance, non-practising allowance of Medical Officers and acting/charge allowance.
12. The term "Family" means an employee's wife, legitimate children, step-children parents residing with and wholly dependent on him.  
**Note :**
  - (i) The husband of female company employee residing with and wholly dependant on her may also be allowed this concession.
  - (ii) The terms "family" does not include dependent relations such as widowed sister, aunt etc. The term "legitimate children" does not include adopted children except those adopted legally.
  - (iii) Children would mean unmarried son aged upto 18 years, student but unmarried son and unmarried and unemployed daughters.
  - (iv) The wholly/mainly dependent parents who normally reside with the Company's employee concerned and whose total monthly income does not exceed the pay of the Company's employee, subject to the maximum income of the parents being Rs: 350/- per month.

## CHAPTER III TREATMENT

1. All entitled employees and their eligible dependants will get free medical treatment in company's hospital/dispensaries.
2. "Treatment" means medical, surgical and nursing facilities etc., as are considered necessary by the Authorised Medical Attendant and will include :
  - (i) Employment of pathological, bacteriological, and other methods for diagnostic or therapeutic or preventive purposes ; and
  - (ii) Supply of medicines, vaccines, sera or other therapeutic and prophylactic substances including blood transfusion.

### Note :

- (1) Supply of medicines and other items as may be declared as non-reimbursable from time to time, will not be covered.
  - (2) Cost of toilet articles, food (including protein preparations such as protinex, protinules, etc.), beverages, wines are not reimbursable.
3. Treatment will also mean and include the following with exceptions shown under each :
- (a) **Eye treatment** : Treatment of all types of eye diseases, testing of eyes for correction of errors of refraction once in three years for entitled employees and their eligible family members and provision of eye prosthesis will be allowed, but cost of spectacles is inadmissible.
  - (b) **Dental or/and gum treatment** : All types of dental or/and gum treatment will be covered except dental treatment needed for cosmetic purposes. Denture will not be provided.
  - (c) **Diabetic treatment** : Anti-diabetic treatment will be covered.
  - (d) **Sexually transmitted diseases (Venereal diseases)** : Treatment of sexually transmitted diseases will be covered.
  - (e) **Anti-rabic treatment.**
  - (f) **Physiotherapy** : Electrotherapy and all other forms of physiotherapy are covered.
  - (g) **Prophylactic immunisation** : Prophylactic immunisation will be covered.
  - (h) **Mental diseases** : Mental illnesses including delirium tremens will be covered.
  - (i) **Treatment of sterility** : Treatment of sterility will be admissible.
  - (j) **Family planning** : All permanent measures for family planning like Vasectomy, Tubectomy and other means of sterilisation and among temporary measures Intra-Uterine Contraceptive device, and medical termination of pregnancy (MTP) will be covered for medical reimbursement.
  - (k) **Prenatal (ante-natal), and post-natal treatment** : This treatment will be covered.

### Diet

4. Diet, if charged for separately, over and above cabin/bed charges, in hospital/nursing homes, will not be covered/reimbursed. But, there will be no deduction for diet from cabin/bed rent where charges for diet is included in bed/cabin rent.

### Attendance and Treatment at Residence

5. Medical attendance and treatment should normally be sought in the Company/Government/Coal Mines Welfare Organisation (CMWO) hospital/dispensary. In exceptional cases, where removal of the patient to the hospital/dispensary is considered dangerous to the life of the patient, the Authorised Medical Attendant, may, at his discretion attend to the patient at his residence.

### **Treatment of Employees Outside the Station while on LTC/Leave/Tour**

6. If any entitled employees and/or his entitled dependant falls ill out of station while on LTC/Leave/Tour and obtains treatment in a Government hospital, the Company will allow reimbursement of the actual cost of treatment. In case of treatment by a private practitioner, or in a private nursing home or a private hospital, the reimbursement will be limited to the ceilings laid down in Chapter V.

### **Temporary Separation**

7. If any eligible dependant member of the family of an entitled employee goes out of station temporarily and falls sick, he can avail treatment outside the place of employment of the entitled employee, but reimbursement will be admissible for treatment upto a maximum period of two months during a calender year. Reimbursement will be limited to the ceilings laid down in Chapter V.

### **Note :**

- (1) If the dependant of an entitled employee permanently resides away from the place of posting of the employee, no medical reimbursement will be admissible excepting in case of children living away from their parents for purpose of study and/or training.
- (2) If the wife of an entitled employee stays away temporarily from the place of posting of the employee for the purpose of confinement, reimbursement for delivery, including ante-natal, natal and post-natal treatment will be admissible, but it will be limited in a total period of 3 months.

### **Treatment of Entitled Employee's Eligible Dependants on Transfer**

8. On transfer of an entitled employee, his eligible dependants will be entitled to medical treatment at the declared home town of the employee or in place of last posting or in such other place as may be approved by the Controlling Officer, upto six months from the date he hands over charge at the previous station. Medical reimbursement will be limited to the ceilings laid down in Chapter V.

## CHAPTER IV TREATMENT BY SPECIALISTS AND OTHER SPECIAL FACILITIES

1. Under special circumstances, when suitable treatment is not available in the hospital of the Company, an Authorised Medical Attendant may refer a case to a private specialist/clinic/nursing home/hospital, provided he certifies the non-availability of treatment and obtains prior permission of the Chief Medical Officer concerned. If it is not possible to obtain prior permission due to urgency, it should be reported to CMO within 48 hours for his post-facto approval.
2. If there is an arrangement of the Company with any private specialist/clinic, etc., for treatment, the AMA should refer the case to such specialists/clinics, etc., possibility of such reference to nearby Government/CMWO hospital should also be explored.
3. In case of such reference, the patient will attend clinic/hospital where the specialist is attached to, except on emergencies when the specialist may be called at the patient's residence, in which case, a certificate stating the nature of illness and inability of the patient to attend the Doctor's clinic is to be obtained from the Authorised Medical Attendant.
4. Diseases which require special and continued treatment for a long time like heart disease, T.B., Cancer, Leprosy, etc., special arrangement for treatment may be made with approval of the Chief Medical Officer concerned.
5. In all cases referred to above, reimbursement will be made as per limitations laid down in Chapter V.

## CHAPTER V

### MEDICAL REIMBURSEMENT IN RESPECT OF ENTITLED EMPLOYEES AND HIS ELIGIBLE FAMILY MEMBERS

1. Where an entitled employee of the Company and/or his entitled family member is treated in a hospital/clinic/nursing home not established by the Company and required to pay charges for such treatment, or where an employee is authorised by the Medical Attendant to purchase medicines/vaccine etc. from outside and pay for investigation, he will be reimbursed the medicine expenses to the extent specified in the schedule hereunder.
2. An entitled employee and/ or his eligible dependant receiving medical attendance and treatment as an in-patient, will be entitled to reimbursement for accommodation expenses in the hospital according to schedule in this chapter. If accommodation of the entitled class is not available, accommodation of higher class may be allowed provided the Medical Superintendent of the hospital certifies regarding the non-availability of appropriate class of accommodation at the time of admission and that admission could not be delayed without danger to the health of the patient. As far as possible, the patient should be moved to the appropriate class of accommodation as soon as available.
3. Continuation of treatment by a registered private practitioner or specialist shall be limited to a period of 30 days and a total of 8 consultations (inclusive of consultation with the general practitioner and specialist) for a single spell of illness, after which period the patient is to be examined by a Company's Doctor who will advise further course of action, wherever Company's Doctor is available at the station; otherwise the employee will get a report from the AMA about the disease and the treatment and submit the same to CMO and obtain permission to continue further treatment. In case further consultations or visits are required, approval of the CMO for such continuation will be required.

#### **Physiotherapy**

4. Massage treatment by a trained masseur or a masseur with a Government recognised certificate, electrotherapy, (Diathermy, Ultrasonic, etc.) and all other forms of physiotherapy are reimbursable as per rates in the schedule hereunder subject to a limit of 20 sittings. In special cases, where prolonged physiotherapy is considered essential, the expenses for more than 20 sittings will be reimbursable provided prior approval of CMO is obtained.

#### **Charges for Special Nursing and Attendants**

5. Charges for special nursing and attendants are not normally admissible. However, it may be allowed if special Nurse/Attendant is engaged as per specific advice in writing (as per Form I, Annexure I) of the Medical Superintendent/Specialist of the hospital/nursing home where the patient is being treated in that the services of special nurse and/or attendant were essential. Special nurse and/or attendant will be allowed for a period of ten days. If it is necessary for more than ten days, permission of CMO will be necessary. The actual expenses subject to the limitation as per Schedule under this Rule will be reimbursed. Reimbursement of expenditure for special nurse/attendant will not be admissible for treatment at residence.

#### **Operation Charges**

6. Actual expenses for operation as incurred in a Government hospital will be reimbursed. In case the operation is undergone in a private hospital/nursing home, actual expenditure may be reimbursed, subject to the ceilings laid down in the Schedule of this Chapter.

#### **Sales Tax**

7. Sales Tax, paid by the employees while purchasing medicines from the market, is reimbursable but packing and forwarding charges for such purchases are not reimbursable.

## SCHEDULE OF CHARGES

The charges for medical reimbursement in cases treated by private practitioner and in private institutions will be subject to the ceilings as shown below. Rates indicated in Group I relate to Delhi, Dhanbad, Ranchi, Nagpur, Kanpur, Asansol and all State Capitals. Group II relates to all other places. If actuals are less than these rates, only actuals will be payable.

### I. CONSULTATION CHARGES

|                          | Group I            | Group II           |
|--------------------------|--------------------|--------------------|
| (a) Specialist           | Rs. 40/- per visit | Rs. 20/- per visit |
| (b) General practitioner | Rs. 16/- per visit | Rs. 10/- per visit |

**Note :**

- (a) A specialist should be consulted only after a primary consultation with the Authorised Medical Attendant/General practitioner.
- (b) If any subsidiary company has any arrangement with local specialists/practitioner, the rates of consultations/operations, etc., already determined by the respective company will be paid instead of the above schedule of charges.

### II. ACCOMMODATION

| Category of employees   | Entitlement of accommodation   | Group I   | Group II |
|---|--------------------------------|-----------|----------|
| (a) Executives and entitled non-executives with pay upto Rs. 1950/- | Paying ward/cabin/nursing home | Rs. 50/-  | Rs. 30/- |
| (b) Executives with pay between Rs. 1951/- to Rs. 2750/-            | -do-                           | Rs. 75/-  | Rs. 50/- |
| (c) Executives with pay of Rs. 2751 and above                       | -do-                           | Rs. 100/- | Rs. 75/- |

### III. OPERATION FEE (EXCLUDING OPERATION THEATRE CHARGES AND ANAESTHETISTS FEE)

| Simple Surgery                  |          | Minor Surgery |           | Major Surgery |           |
|---------------------------------|----------|---------------|-----------|---------------|-----------|
| (Requiring General Anaesthesia) |          |               |           |               |           |
| Gr. I                           | Gr. II   | Gr. I         | Gr. II    | Gr. I         | Gr. II    |
| Rs. 125                         | Rs. 75/- | Rs. 300/-     | Rs. 250/- | Rs. 600/-     | Rs. 500/- |

**Note :** The classification of different surgeries into simple, minor and major is shown under Clause XVII below.

|                                |           |           |  |           |           |
|--------------------------------|-----------|-----------|--|-----------|-----------|
| IV. ANAESTHETIST'S FEE         | Rs. 150/- | Rs. 100/- |  | Rs. 250/- | Rs. 200/- |
| V. DENTAL OR/AND GUM TREATMENT |           |           |  |           |           |

|                           | Gr. I  | Gr. II             |
|---------------------------|--|--------------------|
| (a) Extraction or filling | Rs. 16 per tooth   | Rs. 10 per tooth   |
| (b) Scaling of teeth      | Rs. 16 per sitting   | Rs. 10 per sitting |
|                           | In a single course of scaling of teeth, charges upto four sittings are reimbursable. |                    |
| (c) R.C.T.                | Rs. 32/- per tooth   | Rs. 20/- per tooth |

- (d) For any other type of dental and/or gum surgery

Rs. 16/- per sitting      Rs. 10/- per sitting  
(Reimbursement will be limited upto four sittings).

**Note :** Treatment and/or extraction of impacted wisdom tooth and treatment of jaw bone disease will fall under oral surgery and reimbursement will be as per rules and according to case.

**VI. DELIVERY CHARGES, ABORTION, MISCARRIAGE AND MEDICAL TERMINATION OF PREGNANCY (M.T.P.)**

|  | Gr. I     | Gr. II    |
|--|-----------|-----------|
| (a) Normal delivery, abortion, miscarriage and MTP | Rs. 200/- | Rs. 125/- |
| (b) Minor operative delivery                       | Rs. 300/- | Rs. 250/- |
| (c) Major operative delivery                       | Rs. 600/- | Rs. 500/- |

**Note :** Labour room charges and anaesthetists charges have been shown separately.

**VII. PATHOLOGICAL, BACTERIOLOGICAL AND OTHER SIMILAR EXAMINATIONS**

| Type of tests | Gr. I    | Gr. II   |
|---------------|----------|----------|
| Ordinary      | Rs. 20/- | Rs. 10/- |
| Special       | Rs. 40/- | Rs. 25/- |

**The following tests may be regarded as ordinary**

TC/DC/Hb/ESR of blood, Malarial Parasite, Microfilaria, Absolute Eosinophil Count, Platelet count, Reticulocyte count, Blood Film Morphology, Bleeding & Coagulation Time (BT. CT), Kahn's flocculation test, VDRL, Widal's test, Aldehyde test, Blood sugar, Blood urea, Total Serum Cholesterol, Serum Cholesterol (Free), Serum Cholesterol (Easter), Plasma Protein of Blood (Total), Serum Albumin, Serum Globulin, Serum N.P.N. Serum BUN (Blood Urea Nitrogen), Serum Creatine, Serum Uric Acid, Serum Bilirubin, Thymol Turbidity, Prothrombin Time, Urine (Routine), Urine (Quant, Alb/Sugar only), Urine examination for Urea, Stool examination (Routine or Conc. method), Routine examination of Sputum, any culture (Blood/Urine/Pus/Eye Swab/Urethral Swab/Vaginal Swab/nasal swab except Sputum Culture of A.F.B.), any sensitivity test after Culture, Urethral smear for microscopic examination, Skin scrapings for AFB, Blood Typing, Rh factor determination.

**The following tests may be regarded as special tests**

Complete Haemogram, i.e. Hb. and RBC and PCV, MCV, MCH, MCHC and TCDC of WBC, Serum Sodium(Na), Serum Potassium(K), Serum Chloride(Cl), Co-combining power, Serum Calcium, Serum Inorg., Phosphorous, Serum Acid Phosphatase, Serum Alkaline Phosphatase, Total Lipids, Mantoux test, R.A. Factor, Urine-Diastase, Urine examination for Porphyrinogen, Urine for Pregnancy test, Coombs test, Histopathological examination, Endometrium or any others tissue-each block. L.E. cell Phenomenon, Casoni's reaction, Cervical/vaginal throat or any other smear for Peps test, serum SGOT, and SGPT.

**Note :** Actual cost of tests which are super-special in nature will be reimbursed if approved by CMO/MS/Dy MS.

**VIII. CHARGES FOR X-RAY EXAMINATION**

|  | Gr. I     | Gr. II    |
|--|-----------|-----------|
| (a) Radiography (Large size each plate)        | Rs. 40/-  | Rs. 30/-  |
| (b) Radiography (Medium/small size each plate) | Rs. 25/-  | Rs. 18/-  |
| (c) X-ray after Barium meal :                  |           |           |
| (i) Oesophagus only                            | Rs. 80/-  | Rs. 60/-  |
| (ii) Stomach and Duodenum only                 | Rs. 200/- | Rs. 150/- |

|  |                                |           |
|--|--------------------------------|-----------|
| (iii) Enema (Large intestine and rectum)   | Rs. 200/-                      | Rs. 150/- |
| (iv) Full follow through   | Rs. 275/-                      | Rs. 200/- |
| (d) Pyelography intravenous/Retrograde   | Rs. 250/-                      | Rs. 190/- |
| (e) Oral Cholecystography  | Rs. 140/-                      | Rs. 105/- |
| (f) Intravenous Cholecystography/Cholangiography                                       | Rs. 250/-                      | Rs. 190/- |
| (g) Bronchography/Myelography  | Rs. 250/-                      | Rs. 190/- |
|  | (Plus minor operation charges) |           |
| (h) Hystero-salpingography/Vasography/Cysto-Urothrography                              | Rs. 150/-                      | Rs. 115/- |
|  | (Plus minor operation charges) |           |
| (i) Angiography-Angiocardiography/Pneumo-encaphalography/<br>Lumber air study per film | Rs. 50/-                       | Rs. 40/-  |
|  | (Plus major operation charges) |           |
| (j) Cardiac Catheterisation per film   | Rs. 50/-                       | Rs. 40/-  |
|  | (Plus major operation charges) |           |
| (k) X-ray in operation theatre/ward (with portable machine) :                          |                                |           |
| Per film (a) Large size  | Rs. 80/-                       | Rs. 60/-  |
| (b) Medium/small   | Rs. 64/-                       | Rs. 48/-  |
| (l) Dental X-ray per plate   | Rs. 20/-                       | Rs. 15/-  |

Note : If cost of Barium meal/Contrast media/dye is charged separately, it will be reimbursed.

|                                |                         |             |             |
|--------------------------------|-------------------------|-------------|-------------|
| IX. E.C.G. CHARGES (Each case) | At Doctor's chamber     | Rs. 50/-    | Rs. 40/-    |
|                                | At residence of patient | Rs. 100/-   | Rs. 80/-    |
| X. E.E.G. CHARGES (Each case)  |                         | Rs. 150/-   | Rs. 120/-   |
| XI. E.C.T. CHARGES             |                         | Rs. 50/-    | Rs. 40/-    |
|                                |                         | per sitting | per sitting |
| XII. PHYSIOTHERAPY             |                         | Rs. 16/-    | Rs. 10/-    |
|                                |                         | per sitting | per sitting |

### XIII. INJECTION CHARGES

|                               | By a Regd. Medical<br>Practitioner | By a Regd. Pharma-<br>cist/Regd. Nurse |
|-------------------------------|------------------------------------|--|
| Intramuscular or Subcutaneous | Rs. 5/-                            | Rs. 3/-                                |
| Intravenous                   | Rs. 10/-                           |  |
| Intra-articular               | Rs. 16/-                           |  |

### XIV. SPECIAL NURSING/ATTENDANTS

|   | Gr. I    | Gr. II   |
|---|----------|----------|
| (a) Special Nurse — per shift of 12 hours | Rs. 25/- | Rs. 16/- |
| (b) Attendant — per shift of 12 hours     | Rs. 10/- | Rs. 8/-  |

### XV. BLOOD TRANSFUSION

|   |                     |
|---|---------------------|
| (i) Blood   | Rs. 120 per 250 ml. |
| (ii) Blood belonging to Rh neg. group<br>(Charges will be the same for both Group I and Group II cities). | Rs. 180 per 250 ml. |

### XVI. OPERATION THEATRE CHARGES/LOBOUR ROOM CHARGES

Upto a maximum of Rs. 100/- in reimbursable for both Group I and Group II cities.

### XVII. SIMPLE, MINOR AND MAJOR SURGERIES

(A) All operations which does not require general anaesthesia may be treated as simple surgery unless concerned CMO decides otherwise.

(B) The following operations will be regarded as minor operations :

### General surgery

- (i) Inguinal Hernia-Unilateral (not strangulated).
- (ii) Hydrocele all forms, except when skin excision is involved.
- (iii) Anal fissure/fistula in Ano.
- (iv) Superficial cyst or Non-malignant tumor.
- (v) Suprapubic, Cystostomy/dilatation of urethra under general anaesthesia.
- (vi) Simple Harelip without Cleft Palate/Inperforated Anus.
- (vii) Drainage of Liver Abscess.
- (viii) Rib Resection.
- (ix) Tracheotomy.

### Orthopaedic surgery

- (i) Closed Reduction and Plastering of all Fractures.
- (ii) Rib Fracture (Simple).
- (iii) A Slipped disc.

### Eye surgery

- (i) Any operation except removal of eye-ball.

### Oral surgery

- (i) Impacted wisdom tooth.

### E. .N T.

- (i) S. M. R.
- (ii) Antrostomy.
- (iii) Peritonciller Abscess.

### Gynaecological & Obstetrical operations

- (i) D & C.
  - (ii) D & E.
  - (iii) D & C & Coutory.
  - (iv) Simple Amputation of Cervix.
  - (v) Polypectomy.
  - (vi) Local Valvectomy.
  - (vii) Removal of Vaginal Cyst.
  - (viii) Vaginal Ligation/Purpural Tubectomy.
- (C) All other operations except mentioned in the above and requiring general anaesthesia may be regarded as major surgery.

### Travelling Allowance

8. Travelling allowance may be paid in the following cases :
- (a) Actual expenditure incurred by the patient in travelling, subject to maximum of a single Rail fare by the class to which the employee is himself entitled as on transfer from the Headquarters of the employee to the place of medical treatment and back will be reimbursed. No daily allowance will be allowed.
  - (b) Where an attendant accompanies a patient on the authority of the Chief Medical Officer, actual Rail fare by II class for such an attendant may also be reimbursed. However, in case an attendant travels by higher class and in the circumstances of the case the Chief Medical Officer considers travelling by attendant in a higher class is justified, actual fare of such higher class may be reimbursed, subject to such higher class being not higher than to which the patient is entitled. No daily allowance will be allowed.
  - (c) In case an escort is deputed by the Company, (such escorts are normally medical or para-medical persons) the escort will be considered as on duty and shall be entitled to TA and DA as per Company Rule.

### Procedures to be Followed While Ordering Reimbursement

9. All claims for reimbursement will be submitted in the proforma on Form No. II in Annexure II along with the supporting vouchers, cash memos, receipts, etc. to the

Controlling Officer who will carefully scrutinise each claim applying the relevant rules and orders before allowing reimbursement. The Controlling Officer of the employee may, after consultation with AMA or CMO, disallow any claim which are not covered by the Rules and Orders of the company or otherwise not admissible of if not satisfied about the genuineness of the claim.

10. Claim will ordinarily be entertained only if preferred within six months from the date of completion of treatment. However, cases after six months will be admissible only when approved by the competent authority who has been delegated with powers to accept time-barred claims.

#### **Part-reimbursement of Medical Expenses**

11. Normally, a claim for medical reimbursement will be entertained and allowed on the completion of treatment of the patient. But, in case a patient is suffering from acute or chronic diseases like Cancer, T.B., Leprosy, heart disease, mental or any other diseases where the treatment is prolonged and spread over a period of more than 30 days, reimbursement of medical expenses may be allowed at intervals of every 15 days, at the discretion of the Controlling Officer.

#### **12. Advances for Medical Attendance and Treatment to Entitled Employees**

(a) The Controlling Officer may, on the recommendation of the authorised medical attendant, grant an advance for medical treatment.

(b) The advance will be admissible subject to the following terms and conditions :

(i) The amount of advance shall not exceed 2 month's pay of the entitled employee or Rs. 2000/- or the amount as certified by the Authorised Medical Attendant/Dy MS/CMO to be the approximate cost, whichever is less.

(ii) In exceptional cases, where medical advance more than Rs. 2000/- is needed, sanction of CMO and functional director will be necessary.

(iii) The advance shall be adjusted against the reimbursement of medical expenses that is admissible under the rules and any excess amount, shall be recovered from the employee concerned.

#### **13. Financial Power to Sanction on Reimbursement of Medical Bills**

(a) Respective Controlling Officers will have full financial power to sanction reimbursement of medical bills for the treatment taken within or outside the district/station, if the bills are otherwise found complying with the provisions of CIL Medical Attendance Rules.

(b) All complicated or doubtful claims should be processed through the CMO before sanction in accorded by the Controlling Officer.

**CHAPTER VI**  
**RULES RELATING TO MEDICAL FACILITIES IN RESPECT OF**  
**PIECE RATED, DAILY RATED AND MONTHLY RATED EMPLOYEES**

Rules relating to medical facilities in respect of piece rated, daily rated and monthly rated employees guided by NCWA except the monthly rated non-executives of Ex.-NCDC who were guided by Corporation Rules framed by NCDC and appointed before 15.8.67 and also those non-executives guided by Civil Rules, Railway Rules, those Ex-NCDC non-executives who are getting medical reimbursement as per CMAL/CIL Medical Attendance Rules and also those who are getting medical allowance of one months' pay in a year.

1. The Rules contained in this chapter exclusively apply to employees covered in the title hereof and also the members of their family if eligible as per Rules 12, Chapter II.
2. Such employees and their family members are entitled to free medical treatment only to the extent available at the Company's hospital/dispensaries and the hospitals maintained by Coal Mines Labour Welfare Organisation. In special cases, they may also be allowed for treatment in a Government Hospital/Local Self Government Hospital.
3. If the medicines prescribed by the Colliery Medical Officers are not available in the dispensaries, nor purchased and supplied by the Colliery Management and have to be procured by the workmen themselves, the cost of the same will be reimbursed on presentation of the cash memo. If the listed medicines as prescribed are not available, alternatives certified by the Colliery Medical Officer will be permissible and the cost will be reimbursed, if the medicines have to be purchased by the workmen.
4. In cases referred by the competent Medical Authority of the coal company to outside hospitals the expenditure for treatment shall be reimbursed at the rates applicable for general ward of the hospital concerned. The patient and the escort, if recommended by the Medical Officer of the Company will be eligible for T.A. (excluding D.A.) from the Company.
5. If a workman falls seriously ill where on sanctioned leave at his home town and he has to be hospitalised in a Government or a Local self government hospital, hospitalisation expenditure including the cost of medicine will be reimbursed by the Company at rates applicable for the general ward of the hospital.
6. In cases referred by the Medical Officer of the colliery to Coal Mines Welfare Organisation hospitals, if the medicines prescribed by the Doctors are not supplied by the CMWO hospitals or the coal company hospitals/dispensary and have to be purchased by the workman, the cost of the same shall be reimbursed by the coal company and the company will claim the amount from the CMWO.
7. Free diet will be supplied to indoor patients in the Company hospitals.

**Note :** The usual prescribed procedure for reimbursement of medical expenses will, however, have to be observed. The essentials are given below.

**Medical Reimbursement of Employees Mentioned in this Chapter and their Entitled Family Members**

- (i) Will be paid from the hospital dispensary drug imprest on production of cash memo.
- (ii) On production of :
  - Reference letter ;
  - Prescriptions/cash memo ;
  - Discharge certificate ; and
  - Essentiality certificate.
- (iii) Same as (ii) except reference letter.
- (iv) On production of CMWO's prescription, cash memos.

**CHAPTER VII**  
**TREATMENT OF NON-ENTITLED PERSONS IN COMPANY'S**  
**HOSPITALS/DISPENSARIES**

1. Non-entitled cases will not be treated or admitted under normal circumstances. However, serious/emergency cases may be treated/admitted on the discretion of M.O.I./C. hospital/dispensary subject to availability of beds and/or other facilities.

2. The following are the charges to be levied from non-entitled patients treated in the Company's hospital/dispensary :

**I. ACCOMMODATION**

(a) *General ward*

(i) In respect of close relation of employees who are not entitled to free treatment i.e. brother, sister, father-in-law, mother-in-law etc.

Rs. 12.00 per day  
(inclusive of diet)

(ii) Employees of Government departments like Directorate of Mines Safety, Railways, Post Office, Police Department etc. located in company areas and their wives/husbands/dependant children

Rs. 20.00 per day  
(inclusive of diet)

(iii) In respect of others not mentioned above

Rs. 20.00 per day  
(inclusive of diet)

**Note :** Minor children below 5 years (age to be assessed by Company Doctor) shall be charged half of the above rates.

(b) Cabin for all classes of patients of single bed (non-airconditioned) inclusive of diet

Item No. 1(a)(i)  
Rs. 50/- per day  
Item No. 1(a)(ii)  
Rs. 65/- per day  
Item No. 1(a)(iii)  
Rs. 65/- per day  
Rs. 75.00 per day

(c) Cabin (air-conditioned) for all classes

**II. INJECTION CHARGES FOR OPD PATIENTS**

(i) I. M. Injections

Rs. 4.00 per injection

(ii) I. V. Injections

Rs. 8.00 per injection

**III. DRESSING CHARGES**

Rs. 4.00 for each dressing (minor)

Rs. 8.00 for each dressing (major)

**IV. DELIVERY CHARGES, ETC.**

|   | Genl. ward | Cabin      |
|---|------------|------------|
| (a) Normal delivery/abortion/miscarriage                                | Rs. 150.00 | Rs. 250.00 |
| (b) Assisted labour requiring services of Doctor                        | Rs. 250.00 | Rs. 350.00 |
| (c) Operative labour, viz. forceps, version including caesarian section | Rs. 300.00 | Rs. 500.00 |

**V. OPERATION FEES**

|                                  |            |            |
|----------------------------------|------------|------------|
| (a) Major surgery                | Rs. 400.00 | Rs. 600.00 |
| (b) Minor surgery requiring G.A. | Rs. 300.00 | Rs. 450.00 |
| (c) Simple surgery               | Rs. 50.00  | Rs. 100.00 |

**Note :** (1) Plaster materials should be purchased by the party. Cases operated as OPD cases shall pay charges as per rates for patients in general ward.

(2) Classification of operations vide Chapter V. of M.A. Rules.

**VI. DENTAL OPERATION CHARGES FOR INDOOR AND OPD PATIENTS OF ALL CLASSES**

|                      |                     |
|----------------------|---------------------|
| (a) Tooth extraction | Rs. 15.00 per tooth |
| (b) Filling of Tooth | Rs. 20.00 per tooth |

- VII. PATHOLOGICAL EXAMINATION CHARGES FOR INDOOR AND OPD FOR ALL CLASSES OF NON-ENTITLED PATIENTS
- |          |          |
|----------|----------|
| Ordinary | Rs. 20/- |
| Special  | Rs. 40/- |
- Classification of type of pathological test — vide Chapter V of M.A. Rules.
- VIII. X-RAY EXAMINATION FOR INDOOR AND OPD PATIENTS OF ALL CLASSES *schedule of charges* of M.A. Rules. Rates for all non-entitled patients will be as per Chapter V, ~~Rule 9 (vii)~~ (Group I)
- IX. PHYSIOTHERAPY
- X. MEDICINES
- Rs. 10/- per sitting
- All medicines to be charged at actual cost plus 10% as incidental charges. Common stock mixture, power, ointment etc. may be supplied free of charges to non-entitled indoor patients, subject to availability.
- XI. CONSULTATION CHARGES AT OPD FOR ALL CLASS OF PATIENTS
- |                       |           |
|-----------------------|-----------|
| CMO/MS/Sr. Specialist | Rs. 40.00 |
| Dy MS/Specialist      | Rs. 20.00 |
| MO/Sr MO              | Rs. 15.00 |
3. Consultation fees and other charges paid by non-entitled patients should be deposited in Company's account.
  4. All other charges not mentioned in this schedule will be charged as per schedule for Gr. I cities as mentioned in Chapter V of M.A. Rules.
  5. CMO is authorised to fix the rates of services rendered which are not covered by these Rules.
  6. Total amount of charges realised on account of treating non-entitled patients should be shown separately in the Annual Financial Statement.
  7. Charges in respect of near relative of employees may be adjusted from the salary bill of the employee concerned. An undertaking from employee concerned shall be obtained in this regard prior to treatment of the non-entitled patient.
  8. In the absence of any arrangement regarding payment of charges for treatment, non-entitled patients shall deposit 10 day's approximate charges (accommodation charges plus operation fee etc.) in advance prior to admission.

**CHAPTER VIII**  
**RULES RELATING TO MEDICAL EXAMINATION**

**Pre-employment Medical Examination**

1. Pre-employment medical examination will be done for all new appointees either by a Company Medical Officer or by a Medical Board Consisting of company's Medical Officers formed as per orders of CMO.

**Medical examination will be done as per standards laid down below**

A standard form should be used to record the findings; (vide Annexure Form No. III). The Form No. IV (vide Annexure) requires to be filled up by the candidate.

**Physical standard for pre-employment medical examination**

The minimum physical standard for the above is as under :

A. MINIMUM PHYSICAL STANDARD FOR ALL CLASSES OF EMPLOYEES DIRECTLY CONNECTED WITH COAL MINING (MINING, GEOLOGICAL, SURVEY, MECHANICAL, ELECTRICAL, ELECTRONICS, OPEN CAST, PERSONNEL, MINING TRAINEES, AUTHORISED DRIVERS AND WATCH AND WARD EMPLOYEES, ETC.)

(i) A candidate must be in sound mental and physical health and free from any physical defect likely to interfere with the efficient performance of his duty. He should not be grossly over-weight or under-weight.

(ii) Minimum standard of height may be relaxed to 60" in case of watch and ward candidates belonging to races such as Gorkhas, Garhwallis and Assamese Tribals etc. Height must be taken without shoes.

(iii) Hearing must be good and there should be no progressive disease affecting hearing.

(iv) Speech must be without impediment, excluding stammering of moderate degree.

(v) **Chest measurement :** The girth of the chest in full expiration should be recorded to determine the range of expansion (between the minimum and maximum). In all doubtful cases the functional capacity of the lungs may be tested.

In the examination of candidates the following table of correlation of height and chest girth will be applied.

| HEIGHT                         |                   | CHEST MEASUREMENT  |    |                     |    |
|--------------------------------|-------------------|--------------------|----|---------------------|----|
| Inches                         | cm                | On full expiration |    | On full inspiration |    |
|                                |                   | Inch               | cm | Inch                | cm |
| Between 62- $\frac{1}{2}$ & 65 | Between 159 & 165 | 30                 | 75 | 32                  | 81 |
| Between 65 & 68                | Between 165 & 173 | 31                 | 79 | 33                  | 84 |
| Between 68 & 70                | Between 173 & 178 | 32                 | 81 | 34                  | 86 |
| Between 70 & 72                | Between 178 & 183 | 33                 | 84 | 35- $\frac{1}{2}$   | 90 |
| More than 72                   | More than 183     | 34                 | 86 | 36- $\frac{1}{2}$   | 93 |

(vi) Chest must be well formed, the lungs and heart must be normal. After 20 hops (or stands and squattings) pulse should return to normal within 3 minutes. There should be no evidence of Chronic palmonary, bronchial, laryngeal, valvular diseases or gross arteriosclerosis.

(vii) Blood pressure should be normal in recumbent posture.

(viii) The teeth must be in good order, decayed or broken teeth must be properly stopped or crowned and deficient teeth replaced by artificial teeth where necessary. Gums should be in healthy condition.

(ix) There should be no hernia.

(x) There should be no hydrocele. In case there is a hydrocele the person may be permitted to get operated within 3 months and if the operation is successful, he may be declared fit.

(xi) The limbs, hands, fingers, feet and toes must be well formed and developed with free and perfect motion of all joints.

(xii) Candidates should not suffer from chronic or extensive ulcers, ailments of skin or other system. Subjects of Palsy, Paralysis and Epilepsy are to be rejected.

(xiii) Vision should be of the following standards :

|                        | Naked eye | Corrected with glasses | Near vision |
|------------------------|-----------|------------------------|-------------|
| Better eye             | 6/12      |                        |             |
| Worse eye              | 6/24      | 6/6                    | 0.6         |
| or                     |           | 6/9                    | 0.8         |
| Each eye hypermetropia | 6/18      | 6/9                    | 0.8         |

**Note :**

(a) Total Myopia in the above standard should not exceed -6D.

(b) Manifest Hypermetropia should not exceed -3D, total.

(c) In case of total error of refraction about -2D, Ophthal-moscopic examination should be conducted to detect any progressive morbid changes of the choroid, or retina.

(d) **Night blindness and colour blindness :** Candidate's night vision will be tested to ascertain whether or not he suffers from night blindness. Tests also should be done for colour blindness.

(e) In case of defective vision due to nebula of the cornea the candidate will be rejected.

(f) Squint or any morbid condition subject to risk or aggravation or recurrence in either eye may cause rejection of a candidate.

(xiv) Urine should be examined particularly for the presence of sugar and albumin.

(xv) Examiners will use their own discretion as to the scope of the general physical examination in each case, and will judge cases on their merits, taking into consideration the prospective duties of the examinees. In the examination of the candidate's hearing the speaking voice test will be employed. The examiner will speak in an ordinary conversational voice, the examinee will be at a distance of three yards and with his back to the examiner; the ears will be separately tested by the occlusion of other ear. It should be understood that the question of fitness involves the future as well as the present; that the main object of medical examination are to secure continuous effective service to prevent early retirement and payments in case of premature death or payments of accidents compensation attributable to physical deficiencies and unusual medical expenditure on employees of poor physique.

(xvi) Particulars against items Nos. 1 to 4 in the prescribed medical examination form are to be furnished by the appointing authorities concerned to the medical examiner.

(xvii) The report of the medical examination should be treated as confidential.

(xviii) Personal statement and declaration should be obtained from all candidates for medical examination in the prescribed form.

**B. MINIMUM PHYSICAL STANDARD REQUIRED FOR RECRUITMENT TO POSTS OTHER THAN GROUP 'A'**

(i) A candidate must be in good mental and bodily health and free from any physical likely to interfere with the efficient performance of his duty. He should not be grossly over-weight or under-weight.

(ii) Hearing must be good and there should be no progressive disease affecting hearing.

- (iii) Speech must be without impediment, stammering of moderate degree excluded.
- (iv) Chest must be well formed with minimum girth not less than 30 inches (76 cm) on full expiration and not less than 32 inches (81 cm) on inspiration.
- (v) Height must not be less than 60 inches without shoes.
- (vi) **Respiratory system** : Lungs should be sound and free from any chronic bronchial or laryngeal disease.
- (vii) **Circulatory system** : There should be no evidence of enlargement of heart, chronic vascular disease or gross arteriosclerosis. Blood pressure should be normal in recumbent posture. Pulse should return to normal within 3 minutes after 20 hops or standard and squattings.
- (viii) There should be no Harnia.
- (ix) There should be no Hydrocele. A person with Hydrocele may be declared fit after successful operation within three months after pre-employment medical examination.
- (x) The limbs, hands, fingers, feet and toes must be well formed and developed with free and perfect motion of all joints.
- (xi) Candidates should not suffer from chronic ailments of skin or other system. Subjects of Palsy, Paralysis and Epilepsy are to be rejected.
- (xii) Vision should be of the following standard :

| Class of service  | Better eye<br>(Distant<br>vision) | With<br>worse<br>eye | or | Without<br>glass<br>better eye | Worse eye<br>(Near<br>vision) |
|---|-----------------------------------|----------------------|----|--------------------------------|-------------------------------|
| Class I & II employees  | 6/9                               |                      |    | 0.6                            | 0.8                           |
|   |                                   | OR                   |    |                                |                               |
| Class III Senior Subordinate employees  | 6/6                               |                      |    | 0.6                            | 0.8                           |
|   | 6/12                              |                      |    | 0.6                            | —                             |
|   |                                   | OR                   |    |                                |                               |
| Junior Subordinate Class III,<br>Class IV employees excluding<br>watch & ward personnel | 6/9<br>6/12                       |                      |    | 0.6                            | No standard                   |
|   |                                   | OR                   |    |                                |                               |
|   | 6/18                              |                      |    |                                |                               |

**Note** : Total Myopia should not exceed -6D, Hypermatropia (total) should not exceed + 4D. For total myopia over-4D presence of any progressive disease must be eliminated by fundus examination.

- (xiii) **Alimentary system** : The candidates should have sufficient number of natural or artificial teeth for mastication and healthy gums.
- (xiv) **Genito urinary system** : There should be no evidence of Kidney disease and urine should be particularly examined for presence of sugar and albumin. Duration of pregnancy if present, should be recorded in case of female candidates.
- (xv) **Skeleto-nervous system** : The limbs should be well formed and developed and function of all limbs should be within normal limits. Any deformity should be recorded. There should be no evidence of paralysis, palsy and epilepsy.
- (xvi) **Cutaneous system** : There should be no evidence of extensive and chronic skin disease or ulceration.
- (xvii) Examiners will use their own discretion as to the scope of the general physical examination in each case, and will judge cases in their merits. For hearing the speaking voice test will be employed. The examiner will speak an ordinary conversational voice; the examinee will be at a distance of three yards and with his/her back to the examiner; the ears will be separately tested by the occlusion of the other ear.

It should be understood that the question of fitness involves the future as well as the present that the main object of medical examination are to secure continuous effective service to prevent early retirement and payments in case of pre-mature death or payments of accident compensations attributable to physical deficiencies and unusual medical expenditure on employees of poor physique.

(xviii) The blood pressure of candidates will be examined. The examination of urine will be compulsory for all categories of candidates and the specimen should be passed in the presence of the examiner.

(xix) Particulars against item No. 1 to 4 in the prescribed Medical Examination Form are to be furnished by the appointing authorities concerned to the Medical Examiner.

(xx) The report of the medical examination should be treated as confidential.

(xxi) Personal statement and declaration should be obtained from all candidates for medical examination in the prescribed form.

### **Medical Examination for Re-employment**

2. In case of re-employment after superannuation, the person concerned will be medically examined by a Medical Board constituted by CMO of the company for issue of a certificate of fitness. No fees will be charged for such medical examination except for investigation, facilities for which are not available in the company.

### **3. Medical Examination for Retirement on Medical Ground**

(i) An employee who desires to retire on medical grounds or an employee who has been reported as permanently incapable of performing his duties on medical grounds, will be examined by a Medical Board constituted by CMO.

(ii) An Appealate Medical Board will be constituted by CMO, if necessary.

### **4. Medical Examination in Connection with Leave on Medical Ground**

(a) Leave application of a Company employee on medical grounds should be supported by a medical certificate either from a Doctor of the Company, or from a private registered practitioner in case where Company's Doctor is not available at the station. In the former case the certificate of fitness should be obtained from the Doctor of the Company and in the latter case the certificate of fitness obtained from the private registered practitioner should be countersigned by a Doctor of the Company.

(b) In case of application for Leave on medical ground, or for prolonged illness or where administration may so desire, the certificate of registered practitioner for leave on medical ground should be issued or countersigned by the Doctor of the Company as the case may be.

(c) In case referred to above where certificates are issued or countersigned by the Doctor of the Company, no fees will be charged.

(d) Employees returning to duty from medical leave should report to the Company Medical Department either with or without medical certificate etc. as the case may be, for certification of their fitness to return to duty. Belated submission of fitness certificate to the Company Medical Department for countersignature will not be entertained.

### **5. Periodical Medical Examination**

Periodical medical examination of coal miners will be conducted as per Mines Act, 1952 and Mines Rules, 1955. The procedure of above examination will be as per said Act and Rules.

## CHAPTER IX SAVINGS

### Relaxation of Rules

1. The Chairman, CIL and CMDs of the subsidiary companies may relax the provisions of any of these rules in exceptional circumstances.
2. Cases already decided shall not be reopened.
3. These rules can be withdrawn at the discretion of the CIL without any notice and assigning any reason thereunder.
4. CIL reserves to itself the right to alter and/or to amend any rule or issue a new rule thereunder at any time and without assigning any reason thereof.
5. These rules are applicable when medical treatment is undertaken in India. There is no provision in these rules for treatment outside India.

**FORM NO: I**  
**(Refer to Rule 5, Chapter V)**

I certify .....  
employed in the ..... has been under my  
treatment for .....  
(provisional diagnosis)

diseases of the ..... hospital from ..... to .....

I further certify that special nursing/attendant was essential from ..... to .....

on which an expenditure of ..... was incurred (vide bills and receipts  
attached) for recovery/prevention of serious deterioration of the condition of the patient.

Signature of the Medical Superintendent/  
Doctor-in-Charge of Hospital/Clinic/  
Nursing Home

Place .....

Date .....

**FORM NO. II**  
**COAL INDIA LIMITED**  
**Application for Reimbursement of Medical Expenses**

Name.....Designation & Pay.....Staff No.....Divn./Wing .....

| Sl. No. | Date | Name & relationship | Doctor's name and Regd. No. | Place of treatment with duration | Expenses amount Rs. P. | Total | Remarks |
|---------|------|---------------------|-----------------------------|----------------------------------|------------------------|-------|---------|
| 1       | 2    | 3                   | 4                           | 5                                | 6                      | 7     | 8       |
| 1.      |      |                     |                             |                                  |                        |       |         |
| 2.      |      |                     |                             |                                  |                        |       |         |
| 3.      |      |                     |                             |                                  |                        |       |         |
| 4.      |      |                     |                             |                                  |                        |       |         |

I, hereby, declare that the statement in this application is true and the family member for whom medical expenses were incurred is dependant upon me nad is entitled to get reimbursement of medical expenses under the Medical Attendance Rules.

.....  
 Controlling Officer with Designation

.....  
 Signature of the employee with date

Encl. : Prescription, Receipt, Cash Memo, etc.

**FOR A/cs. OFFICE USE ONLY**

Please issue A/c Payee Cheque/Pay Cash to.....for a sum of Rs .....  
 (Rupees.....)

Debit A/c..... Credit A/c .....

Issue Cheque No..... Dated.....for Rs.....

Received Rs.....(Rupees.....)

Accounts Officer (B)  
 Signature of Claimant

**FORM NO. III**  
**Report of Medical Examination**

1. Name .....
  2. Race or Tribe .....
  3. Candidate for the post of .....
  4. Class of service ..... Semi/unskilled .....
  5. Age as stated .....
  6. Age by appearance .....
  7. Distinguishing marks of identification .....
  8. I/we have examined ..... and my/our findings are given below :
  - (i) General health — Good/Fair/Poor .....
  - (ii) Speech .....
  - (iii) Height .....
  - (iv) Weight .....
  - (v) Vision-distant without glasses/with glasses, strength of glasses :  

|               |                 |
|---------------|-----------------|
|               | Right eye ..... |
|               | Left eye .....  |
| Vision — near | Right eye ..... |
|               | Left eye .....  |
| Hypermetropia | Right eye ..... |
|               | Left eye .....  |
  - (vi) Night/colour blindness .....
  - (vii) Fundus if total/Myopia exceeds -2D/4D .....
  - (viii) Girth of chest .....  

|                                  |
|----------------------------------|
| (i) After full inspiration ..... |
| (ii) After full expiration ..... |
  - (ix) Skin .....
  - (x) Teeth and gums .....
  - (xi) Hearing ..... Right ear ..... Left ear .....
  - (xii) Progressive diseases of ear if any .....
  - (xiii) Lungs .....
  - (xiv) Heart ..... Pulse .....
  - (a) Pulse reading after 20 hops .....
  - (b) Pulse reading after 3 minutes after hopping .....
  - (xv) Blood pressure .....
  - (xvi) Liver .....
  - (xvii) Spleen .....
  - (xviii) Hernia ..... Present/Absent .....
  - (xix) Hydrocele ..... Present/Absent .....
  - (xx) Urine analysis specific Gr. .... Albumin ..... Sugar .....
  - (xxi) Remarks about mental health .....
  - (xxii) Loco-motor system : any abnormality .....
  - (xxiii) Pregnancy, if present ..... Duration .....
  - (xxiv) Report of X-ray of chest ..... (Applicable only in case of females)
  9. I/we consider that he/she is not of sound mental and is/is not of sound physical health and is capable/incapable of bearing fatigue and exposure and is fit/unfit to work under Coal India Ltd., excepting ..... which I/we do not consider to be any disqualification for appointment.
  10. Ground for disqualification .....
  11. Signature ..... L.T.I. .... of the candidate taken in my presence.
- Place .....  
Date .....
- Signature of the Medical  
Examiner(s) and Designation

## FORM NO. IV

## Pre-employment Medical Examination

## CANDIDATE'S STATEMENT AND DECLARATION

The candidates must make the statement required below prior to his medical examination and must sign the declaration therein. He is specially directed to the warding contained in the note below :

1. State your name in full (in block letters) .....
2. Age .....
3. Birth place .....
4. (a) Have you ever suffered from any serious disease requiring continuous treatment for more than 15 days at a time ?  
(b) Have you ever been hospitalised for more than seven days at a time ? If so, what was the disease.
5. Furnish the following particulars concerning your family:

| Father's age, if living and state of health | Father's age at death and cause of death | No. of brothers living, their age and state of health |
|---|--|---|
|   |  |   |

| No. of brothers dead, their ages and cause of death | Mother's age, if living and state of health | Mother's age at death and cause of death |
|---|---|--|
|   |   |  |

| No. of sisters living, their age and state of health | No. of sisters dead, their ages and cause of death |
|--|--|
|  |  |

All the above answers are, to the best of my belief true and correct.

Candidate's Signature .....

Signed in my presence

Signature of the Chairman of the Board

.....

**Note :**

The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and if appointed of forfeiting all claims to superannuation allowance or gratuity.

