

C I R C U L A R

Introduction:

This Circular is to acknowledge that the Hon'ble High Court of Gujarat had taken an initiative, under the direction of Hon'ble the Chief Justice Mrs. Sunita Agarwal & Hon'ble Judges of High Court Medical Facility Committee, to give the free of cost and cashless medical facility to Hon'ble High Court Judges, Judicial Officers, all the staff employees working in the High Court of Gujarat & their dependent family members.

High Court Medical Facility (with advanced services) has been established in the High Court of Gujarat campus. Various doctors have been posted by the Department of Health & Family Welfare to provide health & medical services to Hon'ble Judges, Officers, Staff Employees of the High Court of Gujarat & their dependent family members. However Speciality & Super-speciality services are not available at the High Court Medical Facility. Therefore after several rounds of meetings, a total of 7 (Seven) Government Institutes (Hospitals) were communicated to provide the free of cost and cashless medical facilities. 'An Admission Procedure' to access these 7 (Seven) Government Institutes (Hospitals) for cashless medical facilities, which is described with this circular. To provide Speciality & Super-speciality services, an Agreements for **free of cost** medical treatment were done with 4 Hospitals, namely,

- (1). GMERS (Gujarat Medical Education & Research Society) Medical College and Hospital, Sola, A'bad (colloquially known as Sola Civil Hospital),
- (2). M&J Western Regional Institute of Ophthalmology (M&JWRIO),
- (3). Government Dental College & Hospital (GDCH),
- (4). Government Spine Institute & Physiotherapy College (GSI&PC)

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Memoranda of Understanding for **cashless** medical treatment were executed with 3 Grant-in-aid Hospitals namely,

- (1). U. N. Mehta Institute of Cardiology & Research Centre (UNMICRC),
- (2). Gujarat Cancer & Research Center (GCRI) and
- (3). Institute of Kidney Diseases & Research Centre – Institute of Transplantation Sciences (IKDRC – ITS)

- **Institutes (Hospitals) for the free of cost & cashless medical treatment:**

(A) Government of Gujarat Hospitals/Institutes:

Hospitals, which are under the direct control of Government are Government of Gujarat Hospitals & Medical Colleges, where free of cost medical facilities are available for the salaried workforce of High Court of Gujarat and their dependent family members. The Agreements with these Hospitals are perpetual. No bills for payment will be generated for reimbursement.

There are 4 (Four) such Hospitals, namely,

- (1). **GMERS (Gujarat Medical Education & Research Society) Medical College and Hospital, Sola, A'bad (colloquially known as Sola Civil Hospital)** for the diagnosis & treatment of diseases and ailments of all kinds,
- (2). **M&J Western Regional Institute of Ophthalmology (M&JWRIO)**, for the diagnosis & treatment of disease and ailment related to eyes and vision,
- (3). **Government Dental College & Hospital (GDCH)** for the diagnosis & treatment of disease and ailment related to teeth and gums **and**
- (4). **Government Spine Institute & Physiotherapy College (GSIPC)** for the diagnosis & treatment of disease and ailment related to backbone, spinal-cord & vertebral column.

(B) Grant in Aid Super-speciality Hospitals:

These hospitals are Grant in Aid Institutions, with which the Memorandum of Understanding (MoU) requires to be entered for cashless medical facilities. Bills for payment will be generated for reimbursement after the treatment is given to the patient. These MoU will remain in effect for two years from the date of execution (10/09/2024) and subject to renewal after two years.

There are 3 (Three) Super-speciality Hospitals, namely,

- (1). **U. N. Mehta Institute of Cardiology & Research Centre (UNMICRC)**, for the diagnosis & treatment of disease and ailment related to heart & blood circulation through heart,
- (2). **Gujarat Cancer & Research Center (GCRI)** for the diagnosis & treatment of disease and ailment related to cancer or detection of cancer or carcinogenic effect in the whole or any part of body **and**
- (3). **Institute of Kidney Diseases & Research Centre – Institute of Transplantation Sciences (IKDRC – ITS)** for the diagnosis & treatment of disease and ailment related to Kidney, Liver, Gastro. and Gynec. as well as Kidney dialysis and transplantation of Kidney and Liver.

(I) High Court Medical Facility :

In the High Court Medical Facility following services are available.

Available Doctors & Departments

No	Specialty / Department	Day / Timing	
1	Hospital Administrator – 1 & Staff from the High Court of Gujarat (Dy.S.O.) – 1	Every working day (10:00 am to 6:00 pm)	
2	Allopathy General OPD – 2		
3	Ayurvedic OPD – 1		
4	Homeopathy OPD – 1		
5	Physiotherapy Department with 23 equipments & 1 bed		
6	MD Physician – 1	Every working day (3:00 pm to 6:00 pm)	
7	Orthopedic Surgeon – 1	Monday & Thursday (3:00 pm to 6:00 pm)	
8	Yoga & Wellness Centre	<u>Monday to Friday</u> Morning 7:30 to 10 am Evening 3:30 to 7:30 pm	<u>Working Saturday</u> Morning 7:30 to 10 am
9	Indoor ward consists of 4 beds with Oxygen Concentrators		
10	Triage Department for ‘emergency’ treatment consists of 3 beds, ECG facility & Oxygen Concentrator		
11	X-Ray Department with X-Ray Technician (With separate reporting room)		
12	Laboratory with Lab-Technician for sample collection		
13	Pharmacist (1) – Pharmacy Department for consumables’ & medicines’ procurement and dispensing		

(II) Government of Gujarat Hospitals (Free of Cost treatment):

- (1). GMERS (Gujarat Medical Education & Research Society) Medical College and Hospital, Sola, A'bad (colloquially known as Sola Civil Hospital),**
- (2). M&J Western Regional Institute of Ophthalmology (M&JWRIO),**
- (3). Government Dental College & Hospital (GDCH) and**
- (4). Government Spine Institute & Physiotherapy College (GSIPC).**

Admission Procedure:

(a) Planned Admission (Non-emergency Admission):

- While admitting in the above mentioned Hospitals, High Court of Gujarat Employee Identification card and Medical Identification card and/or 'Referred case' from High Court Medical Facility will be shown by the beneficiary.
- In the case of admitting a dependent family member, 'Referred case' from the High Court Medical Facility will be compulsory.
- In the case of holiday at the High Court of Gujarat, the beneficiary will contact **Single Point Of Contact (SPOC)**, which is Hospital Administrator, for obtaining 'Referral' of the High Court Medical Facility.
- Group-wise receivable Room/Ward: (Ref: Sub-rule 3.1 of Rule 3 in Government of Gujarat's Health & Family Welfare Dpt.'s G.R. No.MG/102003/2712/A dated 24/08/2015)

No.	Type of Room/Ward	Group	Category/Class
1	Special Ward/ Special Room	A	Hon'ble Judges, Judicial Officers & Class-I Officers (Grade Pay > Rs.6600/-)
2	Semi-special Ward/Room	A, B & C	Class-II & Class-III Employees (Grade Pay Rs.4201/- to Rs.6600/-)
3	General Ward	C	Class-III Employees (Grade Pay ≤ Rs.4200/-)

- In case of any problem, the beneficiary can contact the Hospital Administrator of the respective Hospital or the Hospital Administrator of the High Court Medical Facility for the solution.
- It is advisable to take photocopies of the Employee Id-card, Medical Id-card and/or Aadhar card/PAN card/Driving Licence for the identification of the beneficiary at the time of admission in above-mentioned hospitals.

(b) Emergency Admission:

- In case of Emergency, the beneficiary will be admitted by showing an Employee Id Card and/or Medical Id Card.
- **The beneficiary** will inform the **SPOC (Hospital Administrator)** of the High Court of Gujarat. Employee Id-Card, Medical Id-Card, Aadhar card/PAN card/Driving Licence and Referred Case by High Court Medical Facility will be submitted by relatives within 24 hours after admission of the patient.
- Post Emergency, patients will be transferred to the Special Ward-Room/Semi-special Ward-Room/General Ward on the basis of availability and according to their respective categories.

(III) Grant in Aid Super-speciality Hospitals (Cashless treatment):

These hospitals are Grant in Aid Institutions, with which the Memoranda of Understanding (MoU) have been executed for cashless medical facilities. Bills for payment will be generated for reimbursement after the beneficiary is discharged from the Hospital. These MoU will remain in effect for two years from the date of execution (10/09/2024) and subject to renewal after two years.

The employees, who are availing cashless medical services in these hospitals, must have chosen the option of deducting the Monthly Medical Allowance from his/her salary in the given financial year and the employee can also change the option in between the financial year. (Ref: Sub-rule 18.2 of Rule 18 in Government of Gujarat's Health & Family Welfare Dpt.'s G.R. No.MG/102003/2712/A dated 24/08/2015).

There are 3 (Three) such Super-speciality Hospitals, namely,

- (1). **U. N. Mehta Institute of Cardiology & Research Centre (UNMICRC)**, for the diagnosis & treatment of disease and ailment related to heart & blood circulation through heart,
- (2). **Gujarat Cancer & Research Center (GCRI)** for the diagnosis & treatment of disease and ailment related to cancer or detection of cancer or carcinogenic effect in the whole or any part of body **and**
- (3). **Institute of Kidney Diseases & Research Centre – Institute of Transplantation Sciences (IKDRC – ITS)** for the diagnosis & treatment of disease and ailment related to Kidney, Liver, Gastro. and Gynec. as well as Kidney dialysis and transplantation of Kidney and Liver.

Admission Procedure in Grant-in-aid Super-speciality Hospitals:

(a) Planned Admission (Non-emergency Admission):

- In the Non-Emergency situation, the on duty Medical Officer of High Court Medical Facility will provide the 'Referral slip' for OPD/IPD basis admission to the above-mentioned Hospitals/Institutes.
- While admitting in the above mentioned Hospitals, High Court of Gujarat Employee Identification card and Medical Identification card and/or 'Referred case' from High Court Medical Facility will be shown by the beneficiary. For a smooth process, the Data of High Court Employees is shared with these 3 Hospitals/Institutes.
- In case of any problem, the beneficiary can contact the Hospital Administrator of the respective Hospital or the Hospital Administrator of the High Court Medical Facility for the solution.
- It is advisable to take photocopies of the Employee Id-card, Medical Id-card and/or Aadhar card/PAN card/Driving Licence for the identification of the beneficiary at the time of admission in above-mentioned hospitals.
- **Single Point Of Contact (SPOC)** – Hospital Administrator will assist the High Court of Gujarat's employees, ensuring a smooth and efficient process whenever needed.
- Retired employees are not eligible for the cashless treatment in these 3 Super-speciality Hospitals.
- The beneficiary will opt the available Room/Ward as directed by the respective Hospitals/Institutes as per the below-mentioned categories.

Group-wise receivable Room/Ward: (Ref: Sub-rule 3.1 of Rule 3 in Government of Gujarat's Health & Family Welfare Dpt.'s G.R. No.MG/102003/2712/A dated 24/08/2015)

No.	Type of Room/Ward	Group	Category/Class
1	Special Ward/ Special Room	A	Hon'ble Judges, Judicial Officers & Class-I Officers (Grade Pay > Rs.6600/-)
2	Semi-special Ward/Room	A, B & C	Class-II & Class-III Employees (Grade Pay Rs.4201/- to Rs.6600/-)
3	General Ward	C	Class-III Employees (Grade Pay ≤ Rs.4200/-)

- **Note:** All the employees will be provided accommodation based on the classification outlined in the table above. However, if any employee wishes to avail a room in a higher category, he/she must pay the difference in the charges directly at the hospital. The additional charges will be calculated based on the difference between the higher category rooms and the accommodation entitled as per the employee's quota. Higher category room will be provided by the Hospital/Institute, only if it is available at that time.

(b) Emergency Admission:

- In case of Emergency, the beneficiary (including his/her dependent family member) will be admitted by showing an Employee Id Card and/or Medical Id Card.
- Post Emergency patients will be transferred to the Special Ward-Room/Semi-special Ward-Room/General Ward on the basis of availability and according to their respective categories.

Checklist At The Time Of Patient Discharge:

1. As per the policy of **the Hospitals**, it will keep the original file and investigations reports of the patients.
2. Original Discharge Card, photocopies of the Original file & Pharmacy receipts will be given to the patient in case of patient/his-her relative requires. He/she will be asked to take photocopies of the same at his-her own expenses.
3. The original bills, pharmacy receipts and all other required documents of the patients/beneficiaries will be submitted to the respective branch of the High Court of Gujarat for the reimbursement.

Responsibilities:

- **Employee (Admitting Officer/Staff):** Employee or his/her family member or relative is responsible for initiating and completing the admission process at the reception counter in the Hospital (Institute). All the forms or procedures, required to be completed by the beneficiary or his/her relative at the hospital, will be performed appropriately
- **On duty Medical Officers and Hospital Administrator of High Court Medical Facility:** These Officers will verify the patient's details and assist them with admission procedure and 'Referral' related process.
- **Hon'ble Judges Cell:** The Staff, working in the Hon'ble Judges Cell will verify and handle billing, insurance, and financial clearances.

Definitions:

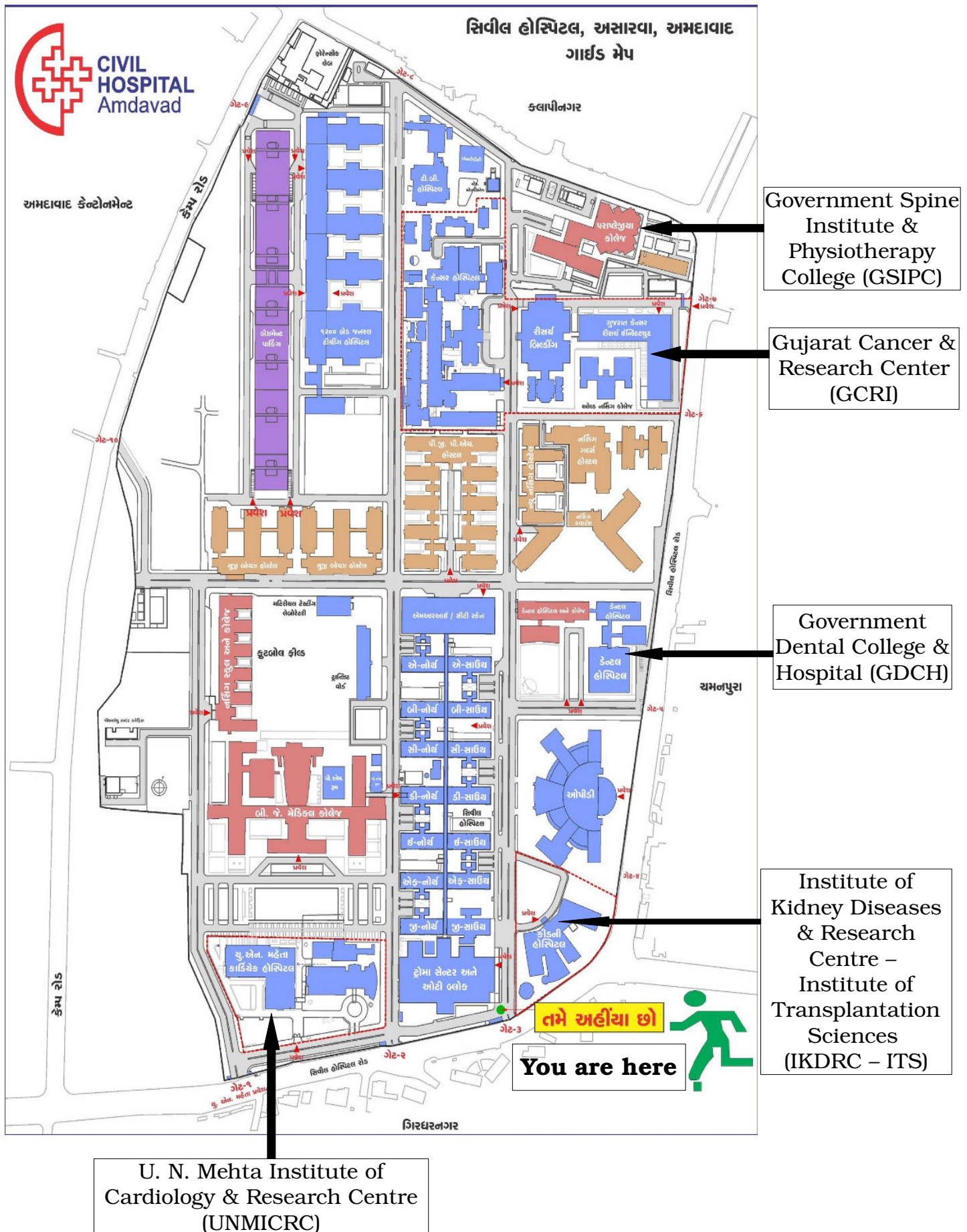
- a) **"Beneficiaries"** shall mean Honourable Judges, Judicial Officers, Staff Employees (Group – A, B, C & D) working in the High Court of Gujarat & their dependent family members.
- b) **"Emergency"** shall mean any condition or symptom resulting from any cause, arising suddenly and if not treated at the early convenience, be detrimental to the health of the patient or will jeopardize the life of the patient.

- c) **“Empanelment”** shall mean the Hospital empanelled by the High Court of Gujarat for a particular period for providing Inpatient and/or Outpatient treatment facilities and procedures etc. to the employees on cashless & priority basis.
- d) **“SPOC”** shall mean **Single Point Of Contact**, which is Hospital Administrator at the High Court Medical Facility.
- e) **“HCMF”** means the **High Court Medical Facility**, which is established in the campus of High Court of Gujarat.
- f) **“Employee Identity Card”** means Identity card which is provided by the High Court of Gujarat to its Employee, which has a full name, designation, employee code, residential address, blood group, photograph & signature of the Employee, authorized by the Registrar General of the High Court of Gujarat.
- g) **“Medical Identity Card”** means Identity card issued to all the employees of High Court of Gujarat for Cashless & Priority based medical services, which includes identification details of employee, names of Employee’s dependent family members, their respective Blood Groups, relation with employee, gender and age.
- h) **“Actual Bill or Package Rate”** shall mean and include the total cost of Outpatient and/or Inpatient treatment (OPD and/or IPD) and investigations/day care/diagnostic procedure for which Honourable Judges, Officers, Staff Employees (Group – A, B, C & D) & their dependent family members of High Court of Gujarat have been permitted by the competent authority. This will cover treatment from the time of admission to discharge, including: (i) Registration charges, (ii) Admission charges, (iii) Accommodation charges including patient’s diet, (iv) Operation charges, (v) Doctor/Injection charges, (vi) Dressing charges, (vii) Doctor /Consultant visit charges, (viii) ICU/ICCU charges, (ix) Monitoring Charges, (x) Transfusion charges, (xi) Anaesthesia charges, (xii) Operation theatre charges, (xiii) Procedure charges /Surgeon's fees, (xiv) Cost of surgical disposables and all sundries used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy charges etc, (xviii) Nursing care and charges for its services, (xix) OPD charges, (xx) Treatments taken on an OPD basis, (xxi) All charges as per the charge list of **the Institute / the Hospital**.

Name of the Hospitals, Address & Contact No.

Sr. No	Name of the Hospital / Institute	Address	Contact No.
1	GMERS Medical College and Hospital, Sola, A'bad (Sola Civil Hospital)	Civil Hospital Sola, Near High Court of Gujarat, S. G. Highway, Ahmedabad, Gujarat-380060.	079-27661526
			079-27664359
2	M&J Western Regional Institute of Ophthalmology (M&JWRIO)	Manjushri Mill Compound, Baliya Limbdi Cross Road, Asarwa, Ahmedabad, Gujarat-380016.	079-22681010
			079-22680360
			Sri. Suhail Belim – 09624189007
			Sri.Dinesh Trivedi – 09904522408
			Dr. Umang Mishra – 09879549516
3	Government Dental College & Hospital (GDCH)	Civil Hospital Campus, Asarwa, Ahmedabad, Gujarat, India. 380016	079-22682060
			079-22682070
			Dr. Kirti Dulani – 09327909534
			Dr. Vishal Chauhan – 09824094873
			Dr. Harikrishna – 09824410504
4	Government Spine Institute & Physiotherapy College (GSIPC)	Civil Hospital Campus, Asarwa, Ahmedabad, Gujarat, India. 380016	079-22680471
			Dr. Sanjay Kapadiy – 09099952626
			Sri.Vedang Acharya – 09998339165
			Sri.Krunal Makwana-07777979285
5	U. N. Mehta Institute of Cardiology & Research Centre (UNMICRC)	Civil Hospital Campus, Asarwa, Ahmedabad, Gujarat, India. 380016	079-22684200
			09099955274
			09099108108 (Emergency)
			09099955246/47/48/49
6	Gujarat Cancer & Research Center (GCRI)	Civil Hospital Campus, Asarwa, Ahmedabad, Gujarat, India. 380016	079-22688000
			Dr. Anand Shah – 09428360363
7	Institute of Kidney Diseases & Research Centre – Institute of Transplantation Sciences (IKDRC – ITS)	Civil Hospital Campus, Asarwa, Ahmedabad, Gujarat, India. 380016	079-49017000
			079-22685454
			Dr. Deepti Joshi 08980009575

Aerial view of 'Civil Hospital Campus Map' with indication of 5 Hospitals



CIRCULAR FOR THE 'FREE OF COST' & 'CASHLESS MEDICAL SERVICES' IN THE 7 HOSPITALS/INSTITUTES OF AHMEDABAD, FOR HONOURABLE HIGH COURT JUDGES, JUDICIAL OFFICERS, ALL THE STAFF EMPLOYEES WORKING IN THE HIGH COURT OF GUJARAT & THEIR DEPENDENT FAMILY MEMBERS.

**High Court of Gujarat,
at Sola, Ahmedabad-380060.
Date: October, 15, 2024**


**(Moolchand Tyagi)
Registrar General**

Copy forwarded with compliments, for information and necessary action to:

- (1). All Officers & staff members of the High Court of Gujarat (through Dashboard),
- (2). Hospital Administrator, High Court Medical Facility, High Court of Gujarat,
- (3). Honourable Judge's Cell,

**High Court of Gujarat,
at Sola, Ahmedabad-380060.
Date: October, 15, 2024**


**(Moolchand Tyagi)
Registrar General**