



NATIONAL RURAL ROADS
DEVELOPMENT AGENCY

**Memorandum of Association
Rules & Regulations
&
Bye - Laws**



GOVERNMENT OF INDIA
MINISTRY OF RURAL DEVELOPMENT

 PreviousNext 

CONTENTS

Sl. No.

1. [Memorandum of Association](#)
2. [Rules and Regulations](#)
3. [NRRDA \(Regulation of Pay & Allowances\) Byelaws, 2004](#)
4. [NRRDA \(Leave\) Byelaws, 2004](#)
5. [NRRDA \(Medical Attendance\) Byelaws, 2004](#)
6. [NRRDA \(Travelling Allowance\) Byelaws, 2004](#)

ANNEXURES

1. [Application for Grant / Extension of Leave](#)
2. [Leave Register](#)
3. [Joining Report – Format of](#)
4. [List of Notified Hospitals & Clinics](#)
5. [Essentiality Certificate](#)
6. [Form of Application to Claim Medical Reimbursement](#)
7. [Travelling Allowance Bill for Tours](#)
8. [Rates of Daily Allowance Prescribed by Ministry of External Affairs for Foreign Tours](#)
9. [Delegations under Byelaws \(Appendix I to V\)](#)
10. [Certificate of Registration](#)

 PreviousNext 

NATIONAL RURAL ROADS DEVELOPMENT AGENCY

MEMORANDUM OF ASSOCIATION

1. The name of the Society will be '**National Rural Roads Development Agency**'.
2. **The Registered Office of the Society shall be at Room No. 552-A, Krishi Bhavan, New Delhi-110001.**
3. **Background**

Government of India have embarked upon a programme of construction of Rural Roads under the Pradhan Mantri Gram Sadak Yojana. The programme envisages the setting up of a National Rural Roads Development Agency (NRRDA) to extend support to the programme through advice on technical specifications, project appraisal, appointment of part-time Quality Control Monitors, Management of Monitoring Systems and submission of Periodic Reports to the Ministry of Rural Development. This Agency is envisaged as a compact, professional and multi-disciplinary body.

4. **Objectives**

- a. To discuss with different Technical Agencies and arrive at appropriate Designs and Specifications of Rural Roads and, thereafter, to assist the Ministry of Rural Development in prescribing the Designs and Specifications of Rural Roads, including Bridges and Culverts.
- b. To determine the tasks to be performed by the Principal Technical Agencies and State Technical Agencies.
- c. To appoint reputed Technical Institutions as Principal Technical Agencies and State Technical Agencies to perform the tasks to be entrusted to them.
- d. To render assistance to States or Union Territories in preparing District Rural Roads Plans.
- e. To scrutinize or arrange to scrutinize the proposals received from States and Union Territories for consideration by the Ministry of Rural Development.
- f. To oversee and inspect or arrange to inspect through Independent Monitors, the execution of the road-works cleared by the Ministry and being implemented by States or Union Territories through their Executing Agencies.
- g. To appoint serving or retired Engineers, Academicians, Administrators and other Agencies, with experience in Rural Roads, as Independent Monitors to ensure proper execution of road works by the State Agencies.
- h. To monitor the progress of the road-works with particular reference to time frame for completion, Technical Specifications, Project Appraisal and Quality Control methods.
- i. To set up an "On-line Management and Monitoring System", incorporating both intranet and internet-based system, for obtaining updated information to facilitate a ready viewing and screening of data.
- j. To send periodic reports to the Ministry of Rural Development on the progress of implementation of road works by the States or Union Territories.
- k. To Monitor the planning for and plantation of fruit bearing and other suitable trees on both sides of the rural roads undertaken by the States or Union Territories, under the Pradhan Mantri Gram Sadak Yojana.
- l. To Monitor the expenditure incurred by the States or Union Territories in implementation of the *Pradhan Mantri Gram Sadak Yojana*, with reference to the funds released by Ministry of Rural Development through expenditure reports obtained from the States or Union Territories and through 'Online Management and Monitoring System.
- m. To take up research activities relating to Rural Roads, including execution of Pilot Projects.
- n. To study and evaluate different Technologies in respect of Rural Roads and to take up pilot projects involving different technologies.
- o. To enter into collaboration with Institutions, Agencies or Bodies of repute, both national and international, in respect of Rural Roads.
- p. To arrange suitable Training Programmes for *officers* of the Ministry as well as the State Governments or Union Territories concerned with the implementation of the Rural Roads Programme in reputed institutions.
- q. To advise on measures to improve the Quality and Cost-norms of the Rural Roads.
- r. To publish books, literature, take up or arrange for production of publicity material, print, audio or audio-visual in respect of the *Pradhan Mantri Gram Sadak Yojana*.
- s. To organise and sponsor Workshops and Seminars in respect of Rural Roads.
- t. To purchase, lease and hire equipment or machinery required in the construction of Rural Roads.
- u. To take up such activities as necessary to further the objective of the Programme and assist the Ministry of Rural Development in Planning and Implementation of the *Pradhan Mantri Gram Sadak Yojana* and such other related Programmes as may be taken up.

5. Pursuant to the aforesaid objectives, the Agency -

- i. shall be a compact, professional and multi-disciplinary body and the personnel will be obtained or engaged on deputation or hired on contract basis. There will be no permanent appointment to the NRRDA.
- ii. will draw Monitors from different Disciplines, States, Union Territories and other Organisations (Public Sector or Private Sector), on part-time basis, for some days in a month, to serve as Independent Monitors.
- iii. may do all such other acts and things, either alone or in conjunction with other organizations or persons, as the National Rural Roads Development Agency may consider necessary, incidental or conducive to the attainment of the objectives mentioned above.

6. The Agency may raise funds by way of the following:-

- a. Grants-in-aid by the Central Government.
- b. Contributions from other sources.

7. The names, occupations and address of the first members of the General Body are as follows:

Sl. No.	Name	Occupation & Address	Designation in the NRRDA
1.	Shri M. Venkaiah Naidu	Minister of Rural Development Government of India, Krishi Bhavan, New Delhi	President
2.	Shri Arun Bhatnagar	Secretary, Ministry of Rural Development, Government of India Krishi Bhavan, New Delhi	Vice-President
3.	3. Shri Lalit Mathur	Additional Secretary & Financial Advisor, Ministry of Rural Development, Government of India Krishi Bhavan, New Delhi	Member
4.	Dr. J. S. Sarma	Joint Secretary, Ministry of Rural Development, Government of India Krishi Bhavan, New Delhi	Director-General
5.	Shri Sunil Kumar	Director, Ministry of Rural Development, Government of India Krishi Bhavan, New Delhi	Member
6.	Shri R. P. Nath	Director, Ministry of Rural Development Krishi Bhavan, New Delhi	Member
7.	Shri Shahabuddin Ahmad	Deputy Secretary, Ministry of Rural Development Krishi Bhavan, New Delhi	Member

8. It is acknowledged and admitted by all concerned that the National Rural Roads Development Agency is established by the Ministry of Rural Development, Government of India in public interest.

9. In case, if necessary, the Agency can be dissolved as per the provisions laid down under Section 13 and 14 of the Societies Registration Act, 1860.

10. We, the several members, whose names and address are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set out several and respective hands hereunto and form ourselves into Society under the Societies Registration Act, 1860 on this day, the 10th of January, 2002.

Sl. No.	Name, Address & Occupation of Members	Signature of Members
1.	Shri M. Venkaiah Naidu, Minister of Rural Development, Government of India, Krishi Bhavan, New Delhi	
2.	Shri Arun Bhatnagar, Secretary, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi	
3.	Shri Lalit Mathur, Additional Secretary & Financial Advisor, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi	
4.	Dr. J. S. Sarma, Joint Secretary, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi	
5.	Shri Sunil Kumar, Director, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi	
6.	Shri R. P. Nath, Director, Ministry of Rural Development, Krishi Bhavan, New Delhi	
7.	Shri Shahabuddin Ahmad, Deputy Secretary, Ministry of Rural Development, Government of India, Krishi Bhavan, New Delhi	

WITNESSES:

1. Sd/-
2. Sd/-

NATIONAL RURAL ROADS DEVELOPMENT AGENCY

RULES AND REGULATIONS

1. a. The Rules and regulations be called the Rules of National Rural Roads Development Agency. *Short title and commencement*
- b. These Rules shall come into force from the date on which the Agency, namely the National Rural Roads Development Agency, is registered under the Societies Registration Act, 1960.
2. a. 'Agency' means the National Rural Roads Development Agency *Definitions*
- b. 'General Body' means the General Body of the National Rural Roads Development Agency.
- c. 'President' means the President of the General Body of the National Rural Roads Development Agency.
- d. 'Vice President' means the Vice President of the National Rural Roads Development Agency.
- e. 'Director-General' means the Director General of the National Rural Roads Development Agency.
- f. 'Year' means, unless the context otherwise requires, the financial year of the Government of India.
3. The registered office of the National Rural Roads Development Agency shall be situated at 552-A, Krishi Bhavan, New Delhi-110001. *Headquarters of the Agency*
4. The number of Members of the Agency shall not exceed 21. The Members of the Agency shall be nominated by the Members of President. The membership of the Agency will be from the following:- *Members of the Agency*
- i. Representatives of Central, State Governments or any other Government authority as Ex-officio Members.
- ii. Registered bodies, Institutions engaged in any activity connected with Rural Roads or any of the objectives of the National Rural Roads Development Agency.
- iii. Persons possessing special expertise, ability or experience relevant to the furtherance of the objectives of the Agency. The representation may be by name or designation, as may be deemed appropriate.
5. Where a person becomes a Member of the Agency by virtue of the office or appointment which he/she holds, his/her Membership of the Agency shall stand terminated when he/she ceases to hold that office or appointment. *Termination of ex-officio membership*
6. Membership of Members, other than ex-officio Members, Membership of Members, other than ex-officio Members, following events:- *Termination of membership of others*
- i. on the expiry of the period of Membership for which nominated;
- ii. death, resignation, insolvency, lunacy or conviction for a criminal offence involving moral turpitude;
- iii. when a Member does not attend three-consecutive meetings of the General Body without proper leave of absence.
7. a. Subject to the other provisions, a Member of the Agency, other than ex-officio Members, shall hold office for a period of two years from the date of his nomination and shall be eligible for re-nomination by the President. *Terms of Membership*
- b. If a casual vacancy exists during the two year period, such vacancy shall be filled in like manner as the original vacancy and the admitted Member shall hold office for the unexpired portion of the term.
8. When a Member desires to resign his/her membership of the Agency, he/she shall forward his/her letter of resignation to the President. *Resignation*
9. The Agency shall function notwithstanding any vacancy in any of its bodies and no act, direction or proceeding of the Agency shall be invalid merely by reason of such vacancy or any defect in the appointment of any of its Members. *Validation of Acts*
- II - Authorities of the Agency**
10. The following shall be the authorities of the Agency:- *Authorities*
- i. General Body
- ii. President
- iii. Vice-President
- iv. Executive Committee
- v. Director General
- vi. Such other officers of the Agency as the General Body may from time to time appoint.
- III - General Body**
11. There shall be a General Body of the Agency and it shall be composed of all the Members of the Agency. *Members*
12. The General Body shall meet normally once in 6 months but at least once every year, on such date, time and place as may be determined by the President. It shall also be open to the President to call for an Extraordinary Meeting. *Meetings of General Body*
13. a. All Meetings of the General Body shall be called by notice in writing by and under the hand of the Director General.
- b. Every Notice calling a Meeting of the General Body shall state the date, time and place of the Meeting and shall be delivered or sent by post to every Member of the Agency normally 15 clear days before the day appointed for the Meeting.
- c. Any inadvertent omission to give notice to or the non-receipt or late receipt of notice by any Members shall not invalidate the proceedings of the Meetings and proof that the envelope containing such notices was properly addressed and duly posted will be sufficient proof of such notice.
14. The General Body shall have following powers and functions, namely to: *Functions and Powers*
- i. give over- all Policy Guidelines and directions for efficient functioning of the Agency
- ii. approve the Annual Plan of Action including the Annual Budget for functioning of the Agency
- iii. consider the Balance Sheet and Audited Accounts for the previous financial year
- iv. add and amend the Rules of the Agency
- v. frame, bye-laws not inconsistent with these Rules, for the regulation of the business of the Agency
- vi. monitor the functioning of the Agency
- vii. approve of the Annual Report of the Agency
- viii. determine the staff strength and the terms and conditions of service of personnel to be appointed by the Agency
- ix. appoint the Principal Technical Agencies and determine the tasks to be performed by them
- x. delegate such of its powers to other authorities of the Agency as it may consider necessary and proper.
- IV - President**
15. a. The Union Minister incharge of the Ministry / Department dealing with the Agency shall be the ex-officio President of the Agency. *Powers and Functions of the President*
- b. In case the votes for and against a particular issue are equal the President shall exercise his casting vote.
- c. The President shall be entitled to invite any other person to attend the Meetings of the Agency but such person(s) shall have no power of voting.
16. a. The President shall preside over the Meetings of the General Body. In his absence the Vice President shall preside over the Meetings.
- b. The President shall nominate Members to the General Body.
- c. The President shall exercise the powers of the General Body of the Agency in the interregnum between two Meetings of the General Body. All decisions taken by the President, acting in such capacity, shall be placed in the next Meeting of the General Body for ratification.
- d. The President may, in writing, delegate such of the powers, as he may consider necessary, to the Vice-President or the Director-General.
- V - Vice-President**
17. a. The Secretary incharge of the Ministry / Department dealing with the Agency shall be the ex-officio Vice-President of the Agency. *Powers and Functions of the Vice-President*
- b. In the absence of the President, the Vice-President shall preside over the Meetings of the General Body.
- c. The Vice President shall exercise such powers and perform such duties as President may delegate him.
- VI - Executive Committee**
18. There shall be an Executive Committee of the Agency and shall comprise of the following Members: *Constitution*
- i. Director-General - Ex-officio Chairman.
- ii. Five Members to be appointed by the President, of which one shall be Finance Member and the remaining four shall be from among the Principal Technical Agencies,
- iii. Such officials of the Agency, not exceeding two, to be nominated by the President.
19. The Executive Committee shall meet as often as is necessary but at least once in two months. *Meetings of the Executive Committee*
20. a. All meetings of the Executive Committee shall be called by notice in writing by and under the hand of the Director General. *Notice for Meetings*
- b. Every notice calling a meeting of the Executive Committee shall state the date, time and place of the meeting of the Executive Committee normally seven clear days before the day appointing for Meeting.
- c. The Chairman may, in special circumstances, call a Meeting at a notice shorter than seven days.
- d. Any inadvertent omission to give notice of the nonreceipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.
21. The powers and functions of the Executive Committee shall be as follows: *Powers and Functions of the Executive Committee*
- a. Subject to the general control and supervision of the General Body, the Executive Committee shall generally pursue and carry out objectives of the Agency as set forth in the Memorandum of Association.
- b. The Executive Committee shall exercise all executive and financial powers of the Agency, subject to such directions as may be issued by the Government of India and General Body from time to time.
- c. In particular and without prejudice to the generality of the foregoing provisions, the Executive Committee shall have the power to
- i. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Agency.
- ii. To consider the annual and supplementary budgets placed before it and pass them with such modifications as may be deemed necessary, for submission to the general body.
- iii. Prepare annual report and accounts of the society for the consideration of the General Body.
- iv. Appoint staff as per strength sanctioned by the General Body.
- v. Appoint the State Technical Agencies and determine the tasks to be performed by them.
- vi. To Monitor the progress of road works and expenditure incurred by the States/ Union Territories under Pradhan Mantri Gram Sadak Yojana.
- vii. To appoint Independent Monitors to inspect and report on the Quality of road-works.
- viii. To take up research activities relating to Rural Roads, including execution of pilot projects by appropriate Technical Institutions.
- ix. To engage the services of Technical Experts as and when necessary.
- x. To arrange suitable Training Programmes for officers of the Ministry as well as the State Governments and Union Territories concerned with the implementation of the Rural Roads Programme in reputed institutions.
- xi. Receive and to have custody of the funds of the Society and manage the property of the Society.
- xii. Incur expenditure, subject to the provisions of the approved budget.
- xiii. Enter for, and on behalf of the Agency, into Agreements.
- xiv. Lay down terms and conditions governing scholarships, deputations, consultancy, grants-in- aid, research schemes and projects.
- xv. 14 Enter into arrangements with the Government of India and, through the Government with foreign and international agencies and organisations, the State Government and other Public or Private bodies, or organisations or individuals, provided that nothing shall be inconsistent with the objectives of the Society or the policy of the Government of India.
- xvi. Appoint sub-committees, and panels consisting of persons who may or may not be the Members or employees of the Agency to deal with any matter and make recommendations thereon.
- xvii. Impose and recover fee and charges for the services rendered by the Agency.
- xviii. Make deposits in Scheduled Commercial Banks.
- xix. Consider any other matter deemed fit by the General Body/ President.
- d. The EC may delegate any of its powers to the Director General or any officer of the Agency.
- VII Director-General**
22. a. The Joint Secretary in Government of India dealing with Rural Connectivity and the Agency shall, ex-officio be the Director General of the National Rural Roads Development Agency. *Director General*
- b. He shall Chair all the Meetings of the Executive Committee.
23. a. The Director General shall see that affairs of the Agency are run efficiently and in accordance with the provisions of the Memorandum of Association, Rules and Regulations and by-laws of the Agency. *Powers and Functions of the Director General*
- b. The Director General shall preside over the Meetings of the Executive Committee.
- c. The Director General may call a meeting of the Executive Committee at any time.
- d. The Director General shall exercise such financial powers as are delegated by the Executive Committee.
- e. The Director General shall be the Appointing Authority for all the posts sanctioned by the General Body, on deputation, contract or part-time basis to the Agency.
- f. The Director General shall be entitled to invite any other persons to attend the Meeting of the Executive Committee.
- g. The Director General shall exercise the powers of the Executive Committee of the Agency in the interregnum between two Meetings of the Executive Committee. All decisions taken by the Chairman, acting in such capacity shall be placed in the next Meeting of the Executive Committee for ratification.
- h. The Director General may, in writing, delegate such of the powers, as he may consider necessary, to any officer of the Agency.
- VIII - Funds of the Agency**
24. The funds of the Agency shall consist of the following: *Funds of the Agency*
- a. Grants made by the Ministry of Rural Development, Government of India;
- b. Fees and charges imposed by the Agency for services rendered by it;
- c. Income from Deposits;
- d. Income and receipts from other sources; and
- e. Such other funds as may be received by the Agency.
25. The bankers of the Agency shall be any Scheduled Commercial Bank. *Bankers*
- IX - Audit of Accounts**
26. a. The Agency shall cause regular accounts to be kept of its money. The Accounts shall be maintained in such form as may be applicable to Central Government Accounts. *Procedure*
- ii. The Accounts of the Agency shall be audited annually by a Chartered Accountant and the Officers of the Comptroller & Auditor General of India.
- iii. The Chartered accountant or the Auditor shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- iv. The results of Audit shall be communicated by the Auditor to the General Body of the Agency, who shall submit a copy of the Audit Report along with its observations to the Ministry/Department of the Government of India, dealing with the Agency. The Auditor shall also forward a copy of the report direct to the Ministry/Department of the Government of India dealing with the Agency.
- X - Annual Report**
27. The Annual Report of the Agency and all work undertaken during the year, together with Balance Sheet and Audited Accounts, shall be prepared by the Executive Committee for information of the General Body and the Ministry of Rural Development. A draft of the Annual Report along with the Audited Accounts of the Agency, and the Auditor's Report thereon, shall be placed before the General Body in its Annual Meeting. *Procedure*
- XI - Amendments**
28. With prior approval of the Ministry of Rural Development, Government of India, the Agency may alter, extend or abridge the purpose for which it is established, or to amalgamate the Agency either wholly or partly with any other Agency in accordance with the provisions of the Societies Registration Act, 1960, as applicable to Delhi. *Alteration or Extension of the Agency*
29. The Rules of the Agency may at any time be altered by a Resolution passed by a majority of the Members of the General Body, present and voting, at a Meeting of the General Body convened for the purpose. *Purpose*
30. The Agency may with prior approval of the Ministry of Rural Development, Government of India, change its name by a resolution passed by majority of the members of the General Body, present and voting, at a Meeting of the General Body convened for the purpose. *Alteration or amendment of Rules*
31. As and when there is any change in the nomenclature of the Ministry/Ministries, Department(s), Institution(s) and designation(s) mentioned in the Rules, such change(s) shall automatically stand incorporated in these Rules and it shall not be treated as an amendment of the Rules under Rule 26 above. *Change in nomenclature of Ministries etc.*
32. If, on the winding up or dissolution of the Agency, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among, the Members of the Agency or any of them, but shall accrue to the Government of India by escheat. *Winding up or Dissolution of the Agency*
- XII - Miscellaneous**
33. Every officer of the Agency shall be indemnified out of the funds of the Agency against all losses and expenses incurred in the discharge of his duties except such as shall happen through his/her own neglect, willful act or default and such one shall be answerable only for his/her own acts, neglect or defaults and not for those of any other person. *Indemnity*
34. Once in every year a list of Members of the General Body shall be filed with the Registrar of Societies required under Section 4 of the Societies Registration Act, 1960. *Submission of Annual List of Members to Registrar*
35. The Agency may sue or be sued in the name of the Administrative Officer, NRRDA as per provisions laid down under Section 6 of the Societies Registration Act, 1960. *Legal Proceedings*
36. All the provisions of the Societies Registration Act, 1960 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi will apply to this Agency. *Applicability of Societies Registration Act, 1960*
37. In case, if necessary, the Agency can be dissolved as per the provisions laid down under Section 13 and 14 of the Societies Registration Act, 1960. *Dissolution*
- Certified that this is the correct copy of the Rules and Regulations of the Society.

NRRDA (Regulation of Pay & Allowances) Byelaws, 2004.*

(*Approved by the President NRRDA exercising powers of General Body on 17th Jan 2003 and ratified by General Body on 21st January, 2004.)

1. Title & Commencement

These byelaws shall be referred to as the 'NRRDA (Regulation of Pay & Allowances) Byelaws, 2004.

2. Scope of the Byelaws

- a. These Byelaws shall apply to the personnel appointed on deputation (hereinafter referred to as 'the employees') in the National Rural Roads Development Agency (hereinafter referred to as the "Agency").
- b. The pay and allowances of employees of the NRRDA will be regulated in the manner indicated below.

3. Classification

Employees will be classified as Level -I, Level - II, Level - III and support staff on the basis of their pay and equivalent status.

4. Pay

Persons joining the Agency on deputation will retain the scale of pay and the pay actually being drawn in their parent organizations. They will also earn their annual increments in the normal course.

5. Deputation Allowance

All employees on deputation will be paid Deputation Allowance at the rate of 10% of their basic pay including increments earned while on deputation.

6. Personal Pay

A personal pay in the range of Rs. 1100 – 1800 per month may also be sanctioned to all officers of Level I to Level III in the Agency in addition to the Deputation Allowance drawn by them. The exact amount of such personal pay admissible in a particular case will, however, be determined by the Director General keeping in view the recommendations of the Search/ Selection Committee.

7. Honorarium / Fee

Payment of an honorarium or a fee to an employee may also be sanctioned by the Director General if recommended by the Search/Selection Committee.

8. Dearness Allowance

Dearness Allowance will be payable as sanctioned for the employees of the Government of India from time to time.

9. City Compensatory Allowance

All personnel - officers of Level I to Level III and the supporting staff - will be eligible to draw a City Compensatory Allowance at a uniform rate of Rs. 300/- per month.

10. House Rent Allowance

- a. House Rent Allowance at the rate of 30% of the basic pay of the post held in their parent cadre will be payable to all employees of Level I to Level III.
- b. Director General may, however, raise the upper limit in specific cases up to a maximum of Rs. 10,000/- for Level-I officers; Rs.8,500/- for Level II and Rs. 7,500/- for Level III officers, subject to production of the rent receipt.
- c. The Support staff may draw House Rent Allowance at the rate of 30% of the basic pay in the parent post, subject to production of the rent receipt.
- d. Employees residing in self-owned flats/houses will also be entitled to 30% of basic pay as House Rent Allowance.

11. Transport Allowance

Transport allowance for travel from residence to place of duty and back will be paid to the employees at the rates given below:

Level I	:	Rs. 1000/- p.m.
Level II	:	Rs. 800/- p.m.
Level III	:	Rs. 600/- p.m.

12. Education Allowance

Children Education Allowance at the rate of Rs. 200/- per month per child, subject to the maximum of Rs.400 per month, that is for up to two children, shall be allowed to all employees of the Agency till the children complete their Graduation.

13. Entertainment Allowance

Director General, NRRDA may sanction grant of an entertainment allowance for Level I and II officers subject to budgetary provisions as approved by the General Body.

14. Reimbursement of cost of Newspapers/ Periodicals

TCost of newspapers and periodicals purchased by officers of NRRDA will be reimbursed to them subject to the limits stated below :

Director General	=	As budgeted
Level I	=	Rs. 300/- p.m.
Level II	=	Rs. 250/- p.m.
Level III	=	Rs. 150/- p.m.

15. Leave Travel Concession

- a. In the matter of Leave Travel Concession, employees of NRRDA will be governed by the Rules applicable to the employees of the Government of India.
- b. Every employee will declare his/her hometown, as recorded in the parent organization, at the time of joining the Agency.

16. General Provident Fund

The Provident Fund of the officers on deputation will continue to be governed by the Rules applicable in their parent cadres / organisations.

17. Advances/ Loans

No advances or loans will be extended to employees by the Agency.

18. Gratuity

No Gratuity will be admissible to the employees as their service with the Agency may not extend to 5 years. This will not, however, impinge upon any such benefits available to them in their parent organizations at the time of their retirement.

19. Retirement Benefits

- a. All employees coming on deputation to the Agency are assumed to have sufficient service left before their retirement on superannuation. The question of granting or providing for grant of any retirement benefits does not, therefore, arise.
- b. In the case of death of any deputationist during his tenure with the Agency the survivors will claim all retirement cum death benefits due from his parent organization where he had a lien. The cost of travel of the surviving family members of the deceased employee to their place of settlement would, however, be borne by the Agency.

20. Deduction of Income Tax at Source

- a. Income tax at the prevailing rates shall be deducted as per Rules from all payments made on account of salary, overtime allowance etc.
- b. All such deductions will be deposited with the ITO concerned by the end of May every year. A return in the form prescribed for deposits so made will also be filed with the concerned income tax authorities.
- c. A certificate of the tax deducted at source, indicating the total payments made, deductions allowed and the amount of tax deducted will also be issued, in the Form prescribed to the payee.

NRRDA (LEAVE) BYELAWS 2004*

(*Approved by the President NRRDA exercising powers of the General Body on 17th Jan. '03 and ratified by General Body on 21st Jan '04)

1. Title & Commencement

These Byelaws shall be referred to as 'NRRDA (Leave) Byelaws, 2004.

2. Scope

These Byelaws shall apply to all persons working in the National Rural Roads Development Agency (hereinafter referred to respectively as 'the employees' and 'the Agency'). They shall also apply to officers on deputation from vacation Departments for such period as they are in the National Rural Roads Development Agency.

3. General Conditions for Grant of Leave

- a. Leave shall not be claimed or granted as a matter of right. The Agency has the right to recall to duty a person on leave due to exigencies of work.
- b. Leave may be refused, curtailed or revoked in the public interest.
- c. Kind of leave due and applied for can be altered only if a written request is made by the employee for such alteration.
- d. Since officials are taken on deputation for limited periods in connection with the work of NRRDA, leave other than maternity leave cannot be granted for more than 45 days in a year.
- e. Any claim to leave at credit of an employee ceases from the date of his/her dismissal, removal or resignation from service. All such leave will be treated to have lapsed immediately on happening of any of these contingencies.
- f. Formal sanction of leave must always be obtained in advance unless prevented by exigencies completely unanticipated.

4. Casual Leave

- a. An employee of NRRDA shall be entitled to 8 days of casual leave in a particular calendar year and two restricted holidays out of the list of such holidays as notified by the Central Government.
- b. Not more than 5 days of casual leave can be availed of at a time.
- c. Casual leave can also be taken for half-a-day.
- d. Casual leave cannot be combined with any other kind of leave.
- e. Casual leave can also be availed while on tour, but no daily allowance will be admissible for the period of leave so availed.
- f. Leave Travel Concession can be availed during casual leave.
- g. Officials joining during the middle of a year may avail casual leave on pro rata basis or for the full period at the discretion of the Head of the Office.

5. Earned Leave

- a. Entitlement to the Earned Leave would be on the basis of 2-1/2 days per month of completed service. The leave so earned will be added to the leave account of the employee at the end of each half year on 30th June and 31st December.
- b. When an employee avails of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his/her leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies non subject to a maximum of 15 days.
- c. Earned Leave can be accumulated only to a maximum of 300 days.
- d. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the next half year do not exceed the upper limit of 300 days.
- e. The maximum Earned Leave that may be granted in one spell to any employee in NRRDA shall be 45 days and leave will ordinarily be granted on not more than two occasions in a calendar year.
- f. The credit for the half-year in which an employee is due to retire or revert to his parent cadre shall be afforded only at the rate of 2-1/2 days per completed calendar month up to the date of retirement or repatriation.
- g. While affording credit of leave, fraction of a day shall be rounded off to the nearest day.

6. Half-pay Leave

- a. Employees of NRRDA can avail of 20 days half pay leave for each completed calendar year of service.
- b. Half pay leave may be granted on medical certificate or for attending to urgent private affairs.
- c. The leave account of every employee shall be credited with Half-Pay leave in two installments of ten days each in advance, on the first day of January and July of every calendar year.
- d. The credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month of service which he/she is likely to render in that half year.

7. Commuted Leave

- a. Commuted leave will be granted only on medical grounds.
- b. 27 Commuted leave may be granted at the request of the employee even when Earned Leave is available and due to him. Except casual leave any other kind of leave may be granted in combination with or in continuation of any other kind of leave.
- c. An employee shall produce a medical/fitness certificate issued by his Authorised Medical Attendant in the prescribed form with his/her application. The medical certificates should define clearly, as far as possible, the nature and probable duration of illness.
- d. Half the amount of half pay leave due may be granted as commuted leave on medical certificate to an employee if the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- e. Twice the amount of commuted leave granted shall be debited against the half pay leave at credit of the employee.
- f. *Commuted leave up to a maximum of 60 days may be allowed without production of medical certificate in continuation of maternity leave.*
- g. The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

8. Extraordinary Leave

- a. Extraordinary leave may be granted to an employee:-
 - When no other leave is admissible; or
 - The employee applies in writing for extraordinary leave even when another kind of leave is admissible.
- b. The duration of extraordinary leave so granted shall not normally exceed one month.

9. Maternity Leave

Maternity Leave may be granted to a female employee of the Agency. The duration of the leave admissible shall be as below:

- a. For Child birth: 135 days.
- b. For Abortion/ Miscarriage: 45 days on production of a Medical Certificate and after the event has occurred.

10. Paternity Leave

- a. A male employee may be granted paternity leave up to 15 days during the confinement of his wife having less than two surviving children.
- b. This leave may be combined with any other kind of leave but must be availed of between the span of 15 days preceding and 6 months after the delivery of the child.

11. Encashment of Earned Leave

- a. An employee may draw cash equivalent of the leave salary for upto 50% of Earned Leave earned during his service rendered in NRRDA. Such encashment of Earned Leave will be admissible only when the employee -
 - leaves NRRDA on repatriation to his/her parent cadre; or
 - seeks voluntary retirement or superannuates from service while serving with the NRRDA.
- b. Encashment of the leave earned during service in NRRDA may, however, be allowed by NRRDA, suo moto, in the following situations:
 - To the family of the employee who dies while in service;
 - On invalidation of the employee on medical grounds.
- c. Cash equivalent of leave salary shall consist of pay plus appropriate DA thereon. No HRA or CCA shall be payable.
- d. Special pay shall count for purpose of encashment, but DA on Special Pay shall not be paid.
- e. Any employee who has to leave service of NRRDA on disciplinary grounds will not be entitled to encashment benefits.

12. Application for Leave

An application for grant or extension of leave shall be made to the authority competent to grant leave in the form prescribed for the purpose (Annexure 1)

13. Leave Account

A Leave Account shall be maintained by the Administrative Officer/ Head of the Office in the form prescribed for the purpose (Annexure 2)

14. Verification of Title to Leave

Before granting leave to an employee the authority maintaining his/her leave account shall confirm the availability of, and his/her entitlement to, the leave of the kind applied for.

15. Absence after Expiry of Leave

An employee who remains absent even after the end of the leave sanctioned is not entitled to draw any leave salary for the period of such absence. The period of unauthorized absence shall also be debited against his leave account as though it were half pay leave, to the extent such leave is due, and any period in excess of such leave due shall be treated as extraordinary leave.

16. Unauthorized absence from duty or overstaying of Leave

The NRRDA may revert at its discretion a person who remains unauthorisedly absent and may refer the matter to the Disciplinary Authority to institute such disciplinary proceedings as may be appropriate.

17. Leave Salary

a.	During the Earned Leave:	Pay drawn immediately before proceeding on Earned Leave. Transport Allowance will not be payable to an employee who takes Earned Leave for 30 days or more.
b.	During the Half Pay Leave:	Half of the pay drawn immediately before proceeding on Half Pay Leave plus appropriate DA thereon. HRA and CCA will be paid at full rates
c.	During Commuted Leave:	Same as admissible during Earned Leave
d.	During extra-ordinary leave:	No leave salary for the duration of Extra- ordinary Leave.
e.	During Maternity Leave:	Pay drawn immediately before proceeding on maternity leave.
f.	During Paternity Leave:	Pay drawn immediately before proceeding on paternity leave.

18. Miscellaneous

- a. An employee rejoining duty after availing/curtailing of her/his leave (other than casual leave) shall submit a joining report in the form prescribed for the purpose (Annexure 3).
- b. NRRDA shall have the right to recall to duty any person from leave if necessitated by the exigencies of work.
- c. All situations and exigencies not covered under the Byelaws above shall be resolved with reference to corresponding provisions of CCS (Leave) Rules, 1972.
- d. A copy of each order/office order sanctioning/rejecting an application of leave of any kind shall be endorsed to the parent organization of the employee for record.
- e. None of the provisions contained in these Byelaws shall apply to those working in NRRDA under any contract with a Service Provider.

19. Interpretation and power to remove difficulties

- a. The interpretation of Director General NRRDA will be final in respect of any provisions of these orders.
- b. The power to remove any difficulties in the application of these orders shall vest in the Director General, NRRDA.

NRRDA (MEDICAL ATTENDANCE) BYELAWS, 2004 *

(* Approved by the General Body in its meeting held on 16th November 2004)

1. Title & Commencement

These Byelaws shall be referred to as 'NRRDA (Medical Attendance) Byelaws, 2004'.

2. Scope

These Byelaws shall apply to:

- The whole time employees of the Agency and their families;
- Those working on deputation with the Agency and their families, excepting those who specifically opt out of these Byelaws and choose to be governed by the facilities available to them in their parent cadres / organizations.

3. Definitions

For the purpose of these Byelaws:

- 'Agency'** means the National Rural Roads Development Agency.
- 'Authorized Medical Attendant'**, means:
 - A Medical Officer, whether or not under the employ of the Government of India, appointed as such by the Director General, National Rural Roads Development Agency.
 - In case of a Hospital, the Principal Medical Officer of a hospital notified by the Competent Authority to attend to the officers of the Agency.
- 'Competent Authority'** – The Director General, National Rural Roads * Approved by the General Body in its meeting held on 16th November 2004 Development Agency, or such other authority to whom the powers in respect of these Byelaws may be delegated by the Director General.
- 'Controlling Officer'** – The authority declared by the Competent Authority to be the Controlling Officer for each category of employees of the Agency.
- 'Employee'** – Any person who is serving in the Agency as a regularly appointed employee (on deputation from the Government of India or a State Government / U.T. Administration or from any other autonomous or semi-Government organization). The persons working in the Agency under any contract for outsourcing are specifically excluded from the purview of this definition and these Byelaws.
- 'Family'** means the wife or husband of an employee, as the case may be, and parents, sisters, widowed sisters, widowed daughters, brothers, children, stepchildren, divorced / separated daughters and stepmother wholly dependant upon the employee and normally residing with the employee.

The eligibility of the sons/daughters of an employee to be considered dependant upon him for the purpose of these Byelaws shall be subject to the following:

- Son : Till he starts earning or attains the age of 25 years, whichever is earlier.
- Daughter : Till she starts earning or gets married, whichever is earlier, irrespective of the age limit.
- Son suffering from any permanent disability of any kind (physical or mental). Irrespective of age limit.

Note. 1. – A member of the family is treated as dependant only if his/he income from all sources including pension etc. is less than Rs. 1,500 p.m. This condition shall not apply in the case of wife/husband of the employee.

Note. 2. – Family members may avail of the medical attendance and treatment even if they do not stay with the employee.

vii. Where both husband & wife are employed:

- Spouse of an employee when serving in the Central /State Government etc. or in any other body financed totally or partially by the Central Govt./ State Govt. /private organizations which provide medical services to their employees, would be entitled to opt for either the medical facilities provided in the Agency, or those provided by the organization. In which she/he is employed.
- When both the husband and wife are employed in the Agency they, as well as their eligible dependents, may be allowed to avail of the medical facilities according to his/her status. For this purpose they should furnish to their respective Controlling Authorities a joint declaration as to which of the two will prefer the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in respect of wife/ husband and their dependants. This procedure may also be followed for those covered under (a) above.
- If the spouses are governed by different medical Byelaws, and are stationed/ residing separately at their respective duty stations, the employee concerned may avail medical facilities under the Byelaws of Agency in respect of himself/ herself and the family members residing with him/her and covered under the Byelaws provided:
 - The spouse employed in the other organization is not in receipt of any fixed/monthly medical allowance; and
 - The employee produces a certificate from the employer of his/her spouse that he / she is not claiming medical facilities in respect of his/ her spouse and their family members.

Note. 1. Family members other than the spouse should be wholly dependant on the employee.

Note. 2. Every employee on his/her appointment or on joining the Agency shall submit a formal declaration:

- Specifying the members of his/her family dependant upon him/her. Any subsequent change in the dependants, during his/her employment with the Agency shall also be promptly intimated to the Controlling Officer.
- Indicating his/her option to be exercised in pursuance of clause (vii)(a) above.
- A joint declaration pursuant to clause (vii)(b) above, if applicable.

viii. 'Medical Attendance' by the Authorized Medical Attendant shall include attendance in his/her consulting room or in the hospital to which he/she is attached or at the residence of the employee. It will also include -

- All diagnostic tests or other methods of examination for the purpose of diagnosis as are available and are considered necessary by the Authorized Medical Attendant, and
- Such consultation with a specialist or another medical officer as the Authorized Medical Attendant certifies to be necessary.

ix. 'Patient' – An employee or a member of his/her family to whom these Byelaws apply and who has fallen ill requiring medical attention.

x. 'Notified Hospital' means such hospital(s), [Government/ Semi Government/ Private] as may be notified for the purpose of providing general or specialist medical facilities by the Competent Authority from time to time for treatment of employees of the Agency and their families. A list of hospitals so notified at present is at Annexure 4.

xi. 'Treatment' means the use of all medical and surgical facilities available at the Notified hospital(s) in which the employee is treated and includes:

- o The employment of such pathological, bacteriological or other methods as may be considered necessary by the Authorized Medical Attendant
- o The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the Government or notified hospitals.
- o Physiotherapy, speech therapy, psychiatric, anti-rabies treatment and such other treatment as may be considered necessary by the Authorized Medical Attendant.
- o Such accommodation and diet as is ordinarily provided in the hospital and is suited to his/her status;
- o Such nursing as is ordinarily provided to in-patients by the hospital; and
- o Consultation with the Specialist.

But it shall not include provision of diet or accommodation superior to that described above at the request of the employee.

Any other terms used in these Byelaws but not defined hereinabove shall be construed to mean as defined under Rule 2 of Central Services (Medical Attendance) Rules, 1944.

4. Medical Benefits

- An employee shall be entitled, free of charge, to medical attendance by the Authorized Medical Attendant. Any amount paid by him/her on account of such medical attendance shall, on production of an Essentiality Certificate (Annexure 5) in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him/her by the Agency subject to the satisfaction of the Controlling Officer about genuineness of the claim.
- Employees have to bear the expenditure incurred on diet charges, birth certificate etc. as these do not form part of the treatment. Besides, such of the items as fall within the definition of food value items are also not reimbursable to the employees. In case any diet restrictions have been imposed by Authorized Medical Attendant, the diet charges, including special diet charges paid to the notified hospitals by the employees and members of their families during the course of their indoor treatment may be reimbursed in full, at the discretion of the Competent Authority depending on merits of the case.
- Controlling Officer may require production of original medical prescriptions by the claimants along with the claim papers, if considered necessary to enable him to verify the claim.

5. Consultation Fee

Consultation fee charged by the Authorized Medical Attendant shall be reimbursed subject the ceilings indicated below. The Competent Authority may, however, review these ceilings from time to time and revise them, if necessary.

1. Doctor with MBBS / BDS degree or equivalent	Rs. 150 for first consultation, Rs. 100 for each subsequent consultation
3. Doctors with specialized qualification like MD, MS or equivalent, or those treated as Specialists	Rs. 300 for first consultation, Rs. 250 for each subsequent consultation

Note:

- For visits between 10-00 p.m. and 6-00 a.m. the fee reimbursable will be up to one and a half times the normal reimbursement ceiling.
- In the case of domiciliary visits, the employee will have to get a certificate from the doctor to the effect that domiciliary visit was essential in view of the condition and the health of the patient.
- The maximum number of consultations in respect of which reimbursement shall be permitted in respect of any one illness in any one spell shall be limited to three, except when the illness requires prolonged treatment in which case more than 3 consultations may be permitted if certified by the Authorized Medical Attendant.

6. Treatment at Residence

- An employee may receive treatment at his/her residence if the Authorized Medical Attendant is of the opinion and certifies that owing to the absence or remoteness of a suitable hospital or the severity of the illness he/she cannot be given treatment in the hospital.
- Cost of treatment so received, limited to the amount reimbursable, if he/ she had not been treated at his/her residence, shall then be reimbursed to him/her.

7. TA for medical attendance journeys

- When the place at which a patient falls ill is more than ten kilometers by the shortest route from the consulting room of the Authorized Medical Attendant, the patient shall be entitled to Traveling Allowance for the journey to and from such consulting room.
- If the patient is too ill to travel the Authorized Medical Attendant shall be entitled to traveling allowance for his/her journey to and from the place where the patient is to be treated.
- A certificate issued in writing by the Authorized Medical Attendant stating that medical attendance was necessary and/or that the patient was too ill to travel shall accompany the claim for traveling allowance.
- If the case of a patient is of such a serious or special nature as to require medical attendance by a Medical Officer other than Authorized Medical Attendant, he/she may:
 - Send the patient to the nearest Specialist or Medical Officer by whom, in his/her opinion, medical attendance is required for the patient, or
 - If the patient is too ill to travel, summon such Specialist or Medical Practitioner to attend to the patient at his/her residence.
- The employee shall intimate the facts and circumstances of the case to the Controlling Officer in writing / fax at the earliest opportunity. Traveling allowance for the journey/s involved shall be payable to the patient/specialist on a certificate to be issued by the Authorized Medical Attendant.
- Claims for such treatment will be governed by provisions of Rule 12 below.

8. Dental Treatment

- Dental treatment must be obtained only from the Hospitals notified for the purpose and not from any private institution.
- The expenses incurred by an employee in connection with the following types of dental treatment obtained at hospitals so notified may be reimbursed:
 - Extraction;
 - Scaling and gum treatment;
 - Filling of teeth;
 - Root canal treatment.
- No private dentist shall be appointed as Authorized Medical Attendant.

9. Reimbursement for Complete Dentures

The essential expenditure incurred in providing a complete denture is reimbursable subject to a ceiling of Rs. 2000/- only for the complete denture and Rs. 1000/- for a denture of one jaw only provided that it has been advised and considered essential by the Dental Surgeon of a Notified Hospital.

An employee who may have opted in favour of medical facilities available in his/ her parent organization may be permitted by the concerned authority in his/her parent department for provision of dentures.

The reimbursement of complete / partial denture shall be permitted on one time basis only.

10. Choice of Authorized Medical Attendant

An employee is expected normally to consult an Authorized Medical Attendant nearest to his/her residence who should also be his/her nominated Authorized Medical Attendant. He/She may, however, consult any particular Authorized Medical Attendant of his/her choice provided he/she gives his/her option in writing to the Controlling Authority in advance who could thus keep a check on medical reimbursement bills submitted. No TA/D.A shall, however, be paid to the employee for such consultation.

11. Choice of Treatment System

The employees or their families are not permitted to take treatment simultaneously under two or more systems of medicine for the same ailment. But there is no objection to the treatment being received simultaneously in different systems of medicine for different ailments if it is within the knowledge of attending doctor(s) of the other system(s) concerned.

12. Emergent Situations

In case of extreme emergencies or unforeseen circumstances, when an employee or the member of his/her family falls ill, he/she may take treatment from any other Medical Attendant even if he/she is not an Authorized Medical Attendant in terms of these Byelaws. Each such case shall, however, be considered on merits by the Controlling Authority who shall satisfy itself about the genuineness of the claim before it is allowed.

13. Medical Attendance while on Tour

In an employee needs any medical services while on tour to a place where there is no notified hospital, the Principal Medical Officer of the district appointed by the Government to attend to its officers in the District shall be considered to be his Authorized Medical Attendant for the purpose of these Byelaws.

14. Claims for Reimbursement

- All payments for medical expenses will ordinarily be made by the employee in the first instance and reimbursement claimed. All claims for reimbursement shall be submitted in the form prescribed (Annexure 6).
- A claim for reimbursement shall be supported by regular vouchers/cash memos and a copy of the prescription.
- A claim for reimbursement presented after three months from the date of completion of treatment or where required intimation in writing / fax was not made at the earliest opportunity to the Controlling Officer will normally be rejected unless the Competent Authority is satisfied with the reasons given for delay to be recorded and examined in audit.
- The cost of hospitalization will include pre- and post admission treatment, OPD charges and resultant cost of medicines subject to certification by the Notified Hospital that such OPD charges and pre/post admission treatment was part of the indoor treatment and was provided within a period of 3 months on either side.
- Reimbursement of expenditure incurred on hospitalization from a notified hospital will be made with the sanction of the Competent Authority.
- In case of an emergency where any notified hospital could not be reached and treatment had to be taken from another hospital, reimbursement will be made only on a certificate from the attending doctor of the (non-notified) hospital to the effect that the patient had to be admitted in emergency. The exact nature of the emergency shall also be stated in the certificate so issued.
- The reimbursement on account of room rent for private wards in the notified hospitals/nursing homes shall be on the following basis:

Designation	Room
Director	Dehuz Ward
Joint Director	Dehuz Ward
DD/Assistant Director	Private Ward

Whenever a large amount is required to be deposited as an advance with a hospital, such payment will be the Agency directly to the hospital.

h. The status of an officer/employee of Agency for the purpose of medical attendance will be determined with reference to the actual pay he/she is getting at the time he/she falls ill.

- Claims for reimbursement under these Byelaws pertaining to the officers serving on deputation with the Agency who have opted for retaining the facilities available to them under their respective parent organizations, will be submitted to the concerned organization / cadre controlling authority only.

15. Cash memo and Essentiality Certificate

- Cash memos for purchase of medicines must be obtained and got countersigned by the Authorised Medical Attendant. The Essentiality Certificate must contain the names of all the medicines prescribed and the amount incurred on purchase of each medicine. All Authorized Medical Attendants shall indicate clearly their designation and degree while signing reimbursement claim papers.
- A certificate issued by the Authorised Medical Attendant that the patient is suffering from a chronic ailment needing prolonged treatment, shall be accepted as a certificate of Essentiality for that particular ailment. The Authorised Medical Attendant may prescribe medicines for up to 3 months at a time where necessary on the basis of the said certificate.

16. Eligible items for Reimbursement

- The cost of medicines prescribed by Authorized Medical Attendant will be reimbursed.
- Cost of indoor treatment / hospitalization in a notified hospital in the relevant specialization including pre and post admission treatment, OPD charges will be reimbursed.
- All pathological, bacteriological, radiological and other tests conducted at a Notified Hospital will be reimbursed. When such tests are carried out elsewhere on the basis of recommendation of the treating Notified Hospital or during an emergent situation, the charges shall be limited to the rates prescribed in the Notified Hospital that prescribes such tests or the rates applicable in the Central Government Hospital, as the case may be.
- The cost of items of food value and toiletries, even if prescribed by the doctor will not be reimbursable.

17. Interpretation and power to remove difficulties

- The interpretation of the Director General NRRDA will be final in respect of any provisions of these Byelaws.
- The power to remove difficulties in the application of these Byelaws shall vest in the Director General, NRRDA.

NRRDA (TRAVELLING ALLOWANCE) BYELAWS, 2004*

(* Approved by President NRRDA exercising powers of General Body on 17th Jan. '03 and ratified by General Body on 21st Jan. '04)

1. Title & Commencement

These Byelaws shall be referred to as the 'NRRDA (Traveling Allowance) Byelaws, 2004.

2. Scope of the Byelaws

They shall apply to the personnel working on deputation or otherwise (hereinafter referred to as 'the employees') in the National Rural Roads Development Agency .

3. Definitions

For the purpose of these Byelaws:

- 'Agency' means the National Rural Roads Development Agency.
- 'Competent Authority' means the Director General, NRRDA or any other officer to whom he delegates his powers under these Byelaws.
- 'Daily Allowance' means the allowance paid to cover expenses incurred incidental to traveling and staying at places other than at Headquarters while on official duty.
- 'Day' means a full calendar day of 24 hours reckoned from midnight to midnight.
- 'Duty Point' means the place or office where an employee remains on duty, i.e., the place/office of employment at the Headquarters.
- 'Family' means:
 - Wife / husband, as the case may be;
 - Sons and unmarried daughters dependant on the employee;
 - Widowed sister residing with and wholly dependant on the employee, provided that father is either not alive or is himself wholly dependant on the employee concerned.
 - Married daughters, if dependent and residing with the employee in special and exceptional circumstances.
- 'Home' means the permanent hometown or village of the employee as entered in his service records or such other place as declared by him.
- 'Local Journey' means a journey within the Municipal limits of city in which duty point of the employee is located.
- 'Mileage Allowance' means an allowance paid to an employee to meet the cost of a particular journey and is to be calculated on the basis of the distance traveled.
- 'Pay' means Basic Pay plus Dearness Pay being drawn by an employee.
- 'Transfer' means the movement of an employee from one Headquarter Station to another Headquarter station either:
 - to take over the duty of a new post;
 - to return to his Headquarter Station after completion of tenure with the Agency; or
 - consequent upon change of his Headquarter.
- 'Traveling Allowance' means a compensatory allowance granted to an employee to cover the expenses incurred in traveling in the service of the Agency.
- 'Travel by road' includes travel by sea or river in a launch or a vessel other than a steamer, and travel by canal.

4. Traveling Allowance

- a. An employee of NRRDA leaving Headquarters for travel to outstations in connection with the Agency's work shall be entitled to claim reimbursement of travel expenses in the form of mileage allowance and daily allowance as prescribed in these Byelaws.
- b. Mileage allowance shall be admissible for a journey between the residence / duty point and Railway Station / Airport, only if the employee is residing within the municipal limits of the Headquarter. Otherwise, it shall be restricted to the expenditure which would have been incurred had the journey been undertaken from the duty point to the nearest Railway Station / Airport.

5. Regulation of Travelling Allowance

- a. Travelling Allowance will be regulated with reference to the pay drawn in the post actually held at the time of journey.
- b. The competent authority may, for reasons to be recorded, place an employee in a grade higher or lower than that prescribed.

6. Nature of Entitlement

- a. Entitlement of the employees to reimbursement of fares for journeys performed on official duty between the Headquarters station and tour station by different means of transport shall be as given below, subject to the actuals:

	Rail	Air	Road
Director General	AC I Class	Executive Class	AC Taxi Fare
Level I Officers	AC I Class	Economy class	*Actual AC Taxi Fare
Level II Officers	AC 2 Tier/ I Class	Economy class	*Actual Non-AC Taxi Fare
Level III Officers	AC 2-tier / I Class	Not admissible (but can be permitted by the DG.)	*Actual Non-AC Taxi Fare
Support Staff	AC-2 or 3 Tier/ I Class	Not admissible	Actuals

* On self - certification

- b. For tours to places not connected by rail but connected with the railway system by steamer or to places such as Andamans and Lakshadweep if the steamer service is not owned by the railways or for journeys otherwise by sea, the reimbursement of fares for such portion as is undertaken by steamer or otherwise by sea shall be as follows:

D.G & Level - I Officers	=	Highest Class
Level II & III Officers	=	Higher Class
Others	=	Lower Class

- c. For journeys performed by road between places connected by rail the reimbursement shall be restricted to rail fare as per entitlement subject to actuals.
- d. For journeys between places not connected by rail and where road travel is customary, the reimbursement of fares actually paid will be allowed in full.
- e. Notwithstanding the above provision, the Director General, NRRDA may relax all or any of the conditions in regard to journeys by road to places connected by rail and permit reimbursement of actual fare by road journeys to Level I to III officers. While deciding to do so he shall keep in view the locations of various destinations, availability of various facilities and such other relevant factors.
- f. Reimbursement of fare will normally be allowed by the shortest route on through ticket basis. Director General NRRDA may, however, relax this provision in exceptional circumstances.
- g. All additional expenses, like charge for sleeper accommodation, surcharge for Super-fast train, reservation fee for booking tickets, cancellation of tickets for journeys not undertaken due to official reasons, will also be reimbursable.
- h. The claim for reimbursement of rail fare shall be supported by a photocopy of the ticket used. But where the photocopy is not available, PNR No. of the ticket shall always be cited.
- i. Actual conveyance charges for journeys between Railway Stations/Bus Stand/Airport and Residence/place of stay either at Headquarters or tour stations and other official journeys performed by road at tour stations through means of conveyance other than NRRDA hired transport will also be reimbursed. Tips, if any, paid to the drivers etc. for vehicles engaged for official work, will not be reimbursed.

7. Mileage Allowance

- a. Mileage Allowance shall be calculated on the basis of shortest practicable route. The Competent Authority may, however, sanction mileage allowance by a route other than the shortest route for special reasons to be recorded.
- b. When an employee travels by a route, which is not the shortest but is the cheapest, the mileage allowance shall be calculated on the route actually used.
- c. Non-availability of reserved accommodation will not be an acceptable ground for travel by a longer route.
- d. If the journey is performed by a class lower than the entitled class, the claim will be allowed only for the lower class.

8. Admissible Mileage Allowance

- a. For travel between places connected by rail. The employee may travel by any type of bus. He will be entitled to actual bus fare or rail fare of the entitled class whichever is less.
- b. For travel between places not connected by rail. The employee may travel by entitled class in a bus and claim full reimbursement of the fare paid.
- c. For a journey performed by a motorcar between places connected by railway. The question whether full rates of mileage allowance should be paid or whether it should be limited to rail fare, shall be decided by the Competent Authority keeping in view the circumstances of the case.
- d. Road mileage allowance for tour will be admissible from duty point / residence at Headquarters to the Railway Station/ Airport /Bus Stand and vice versa.
- e. Mileage allowance for local journeys made from the duty point at tour station will be admissible only for the journey between Railway Station/ Bus Stand / Airport to duty point and vice versa on arrival and departure respectively.

9. Daily Allowance

- a. Daily allowance may be drawn by an employee while on tour.
- b. Daily Allowance is paid to cover expenses incurred incidental to traveling and staying at places other than at Headquarters.
- c. Daily Allowance shall be calculated for the entire absence from Headquarters on a calendar day basis from midnight to midnight and shall include halts and the holidays occurring during tour if such holidays are spent in camp actually and not merely constructively.
- d. Daily allowance is also admissible during enforced halts caused by disturbances / curfew at the tour station provided that special casual leave is granted or the period is treated as an enforced holiday.
- e. Daily Allowance is not admissible for the any casual leave and/or restricted holiday availed of while on tour.

10. Hotel Entitlement Tariff

The hotel entitlement tariff for officers of Levels I to III will be as given below:

- A. Director General, NRRDA:
 - a. Non-principal cities: Accommodation in a Five Star Hotel
 - b. Metropolitan cities: (Mumbai, Kolkata, Chennai, Bangalore and Hyderabad): Accommodation in Four Star Hotel
- B. For Level I to Level III Officers:

Level	Lodging Charges		Level Lodging Charges Allowances Food & Incidentals		Composite Daily Allowance (In lieu of Lodging & Food Allowance)	
	Principal Cities	Others	Principal Cities	Others	Principal Cities	Others
1	2	3	4	5	6	7
Level I Officers	Single Room in 4 Star Hotel	80% of Col. 2	Rs. 500	Rs. 400	Rs. 500	Rs. 400
Level II Officers	Single room in 3 Star Hotel	80% of Col. 2	Rs. 400	Rs. 300	Rs. 400	Rs. 300
Level III Officers	Single room in 2 Star Hotel	80% of Col. 2	Rs. 400	Rs. 300	Rs. 400	Rs. 300

- C. For Support Staff: A Composite Daily Allowance, covering both the boarding & lodging expenses, will be payable in the range of Rs. 600-900 per diem in principal cities and Rs. 500-750 per diem in other places. Actual lodging charges paid by the employees for stay in the hotel will be reimbursed on production of receipts. In case of short duration halts, en-route to their destination for catching rail/air connection, reimbursement of hotel charges will be admissible only when night halt is involved and considered unavoidable. The concession in tariff available in some hotels, including ITDC, must be availed of by the employees.

11. Calculation of Daily Allowance

Daily allowance will be calculated for the period of absence from Headquarters in the manner stated below:

- a. Journeys by rail. The entire absence from headquarters will be taken into account with reference to the actual departure/arrival time of the train from / at the Railway station.
- b. Journeys by bus. The entire absence will be reckoned with reference to the actual departure / arrival time from / at the bus stand.
- c. Journeys by air. The entire absence from headquarters will be reckoned with reference to scheduled reporting / actual arrival time at the airport.
- d. Broken periods of a 'Day'. Daily allowance may be drawn on the following scale:

For absence of less than 6 hours	= Nil
For absence of 6 hours or more but less than 12 hours	= 70%
For absence of 12 hrs and above	= Full
- e. Daily Allowance can be drawn for the journey period including all halts on duty and holidays occurring during the period of halt.
- f. Full Daily Allowance will be paid for the first 7 days of continuous halt at a station on tour/ temporary transfer. No daily allowance will be payable beyond 7 days.
- g. If an employee is provided both boarding and lodging free of cost, i.e. as a guest, he will draw only 1/4th of the daily allowance admissible.
- h. If only free board is allowed, he may draw half-daily allowance for that/ those day/s.

Note: Free boarding means when all the principal meals are provided throughout the stay at the outstation at public expense. Casual lunch is not to be considered as free boarding.
- i. If only free lodging is allowed, he may draw three-fourths of daily allowance for that/those day/s.
- j. But if any obligatory charges for services such as water, electricity, scavenging, furniture etc. have to be paid, the accommodation will not be treated as free lodging and no reduction will be made in the daily allowance.

12. Enforced Halts

Daily Allowance is admissible for the enforced periods of absence due to disturbance/curfew while on tour, if such absence is subsequently regularized by grant of special casual leave. No Daily Allowance will be admissible for a journey performed up to 40 Kms. from NRRDA Headquarters in connection with the official work. Only actual conveyance charges as per entitlement may be reimbursed in such cases.

13. Local Journeys

- a. Local journey means:
 - a journey beyond 8 Kms. within the Municipal limits of the town or city of the duty point, or
 - a journey to the suburban areas, municipalities or cantonments contiguous to the city of duty point, or
 - a journey within the project area.
- b. An employee performing local journeys on any day on duty beyond 8 Kms. from the duty point at headquarters shall be allowed mileage allowance for journey involved plus 50% of Daily Allowance at ordinary locality rates admissible for absence from the headquarters subject to a maximum of Rs. 250 per month.
- c. An employee performing local journeys on any day on duty beyond 8 Kms. from the duty point at headquarters shall be allowed mileage allowance for journey involved plus 50% of Daily Allowance at ordinary locality rates admissible for absence from the headquarters subject to a maximum of Rs. 250 per month.

14. Transfer Allowance

Personnel taken on deputation by the Agency will be entitled to transfer TA/ DA including baggage allowance as per the Central Government Rules.

An employee along with his family is entitled to TA on transfer if the transfer

- a. is in public interest;
- b. involves change in residence;
- c. is for a period exceeding 180 days.

On transfer, in public interest, to a new headquarter station located at a distance of more than 20 Kms., where change in residence is also involved, an employee will be entitled only to a composite transfer grant equivalent to his one month's basic pay.

15. Family traveling separately

- a. If the employee has to leave his family behind due to non-availability of official accommodation at the new station one additional fare of the entitled class, to and fro, will be paid to the employee.
- b. Travelling Allowance will also be paid when members of the family of an employee follow him within 6 months from the date of his transfer or precede him by not earlier than one month.
- c. Reimbursement of expenditure incurred on carriage of personal effects shall be governed by the rules applicable to the employee in his parent Department.

16. Claims for TA

The claims for traveling allowance should be preferred within three months of the completion of the return journey in the format given at Annexure 7.

Any claim not preferred within the time limit will stand forfeited unless the competent authority condones the delay for reasons to be recorded in writing.

17. Hotel Accommodation during tour abroad*

- a. No monetary ceilings are prescribed for hotel rentals. The Indian Missions in all countries maintain panels of hotels approved by them. The visiting officers are required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual hotel room rentals (including service charges, taxes and other charges).
- b. Where such booking is not feasible for any reason accommodation may be booked in any other hotel subject to the monetary ceilings given below

	Class of Country** / Monetary limits (in US\$)		
	A	B	C
DG and Level I Officers	150	125	100
Level II and Level III Officers	100	85	70

* Bye laws 17 to 23 were approved by the General Body in its meeting on 16th November 2003.

** The countries have been classified as A, B and C on the basis of the DA rates of US\$ 75, US\$ 56.25 and US\$ 45, respectively prescribed by MEA (Annexure 8).

- c. No lodging charges will be payable when the official is treated as guest of State / Institution and is provided free accommodation during the visit.
- d. Entitlement of officers, in respect of hotel accommodation, deputed to non-representational visits such as training courses or seminars, shall be one step below their normal entitlement.

18. Daily Allowance on tour abroad

- a. Daily Allowance for the duration of the tour will be admissible at the rates prescribed by MEA for the relevant country and would be regulated as per the orders issued by the Ministry of Finance, Department of Expenditure vide their O.M. No. 7(4) E-Coord/2000, dated 24-9-2000 as amended from time to time. No Daily Allowance will be paid for the period during which the official is not on duty.
- b. The rates of Daily Allowance applicable for different countries, with effect from 24-9-2000 are listed at Annexure 8.
- c. These rates remain the same throughout a country.
- d. In case of long tours/Temporary duties abroad full Daily Allowance shall be admissible only during the first 14 days. It will stand reduced to 75% for the next 14 days and to 60% of the full Daily Allowance thereafter.
- e. Admissibility of Daily Allowance for various officers shall be as below:-

Level I Officers.	Full rates as indicated in the enclosed list.
Level II Officers.	75% of the prescribed rate.
- f. When the hotel charges also include breakfast the amount of Daily allowance payable shall stand reduced by 10%.
- g. Only 25% of the Daily Allowance shall be admissible to an officer who is treated as State Guest and is provided all his meals free of cost.
- h. No reimbursement on account of tips etc., in addition to the Daily Allowance, shall be admissible.
- i. In countries, where local currencies are freely convertible, the equivalent amount of DA prescribed in US Dollars may be paid in the local currency. The local currency equivalent may be arrived at via., Rupee, by using the official rates of exchange fixed from time to time.
- j. In countries where local currencies are not freely convertible, the DA prescribed for the country concerned may be paid in US Dollars.

19. Hospitality / Telephone / Incidental / Misc. Expenditure on tour abroad

Incidental charges to cover miscellaneous expenses including telephone charges and other incidentals will be allowed at the rate of US \$ 50 per day for the DG and level I officers and US \$ 25 per day for Level II and III officers. These charges will, however, be paid only for the period of tour, excluding the period in which the official is not on duty.

20. Conveyance Expenses on tour abroad

- a. Actual expenditure incurred on travel and transport for official journeys, during the tour period and considered reasonable and necessary by the controlling authority will be reimbursed.
- b. This will, however, be further subject to specific provision of funds in the order sanctioning the deputation/delegation.

21. Settlement of Bills

Within 30 days of return from tour the official concerned shall submit accounts to NRRDA supported, inter alia, by the following:

- a. Bills / Vouchers for Hotel Accommodation.
- b. Self Certificate for expenditure incurred on boarding, conveyance, telephone, hospitality and other incidental / miscellaneous expenses.

The balance amount, if any, remaining unspent out of the TA advance drawn for the tour will also be surrendered along with the accounts.

22. Interpretation

In interpretation of any clause, the decision of the Director General shall prevail.

23. Power to relax

Power to relax in exceptional circumstances rests with the Director General.

**LEAVE REGISTER**

Name of the Employee

Name of the Employee		Earned Leave		EL availed of		Balance Earned Leave on credit
Date	No. of Days of Earned Leave Carried forward	No of days of Earned Leave credited during the half year		From	To No. of Days	

Name of the Employee		Half Pay Leave		Half Pay Leave availed of		Balance Half Pay Leave on credit
Date	No. of Days of Half Pay Leave Carried forward	No of days of HPL credited during the half year		From	To No. of Days	



Contents



Previous



Next

NATIONAL RURAL ROADS DEVELOPMENT AUTHORITY

JOINING REPORT

I hereby report myself for the duty this _____ day of _____ Forenoon/afternoon after
the expiry of _____ leave /leave on medical certificate from _____ to _____

Signature

(Name in block letters)

Designation

National Rural Roads Development Agency



Previous



Next

List of Notified Hospitals / Clinics

- All Hospitals recognized by the Central Government (CGHS) (List attached).
- Deepak Memorial Hospital & Medical Research Centre, 5, Institutional Area, Vikas Marg Extn., New Delhi.
- Mangalam Medical Services, Patparganj, I.P. Extension, Delhi.
- Ram Lal Kundan Lal Orthopaedic Hospital, Bunglow Plot No. 8, Pandav Nagar, Patparganj, Delhi.
- Metro Hospital, Metro Heart Hospital, Sector 10/11, Noida
- Shanti Mukund Hospital, 2 Institutional Area, Vikas Marg Extn., Delhi – 110092.
- Mohinder Hospital, C-5, Green Park Extension, New Delhi – 110016.
- Maharaja Agrasain Hospital, Road No. 35-36, West Punjabi Bagh, New Delhi.
- Kukreja Hospital and Heart Centre, C-1 Vishal Enclave, Rajouri Garden, New Delhi.
- Mata Chanan Devi Arya Dharmarth Hospital, C-1, Janakpuri, New Delhi.

Dentists & Dental Clinics

- Dr. Gulati Dental Clinic, A-16, Swasthya Vihar, Vikas Marg, Delhi.
- Dr. Sunil Khosla, B-1/76, Safdarjung Enclave, New Delhi.
- Dr. N.K. Raisinghani Dental Clinic, H-A-68(GF), Lajpat Nagar, New Delhi.
- South Delhi Dental & Orthodontic Centre, M-1, Hauz Khas, Shri Aurbindo Marg, New Delhi.
- Dr. Alok Bisht, Dental Care & Implant Clinic, 73, Vijay Block, Laxmi Nagar, Vikas Marg, New Delhi.

LIST OF CENTRAL GOVERNMENT (CGHS) RECOGNIZED HOSPITALS

Sl. No	Name of the Hospital and Diagnostic Center	Recognized for
1.	Mata Channan Devi Hospital, C-1, Janak Puri, New Delhi	General purposes, Specialized Purpose & Dialysis, Non Invasive Cardiac Procedure, Diagnostic, except Cardiac Surgery
2.	Maharaja Agarsain Hospital, Road No. 35, West Punjabi Bagh	General & Specialized purpose, Dialysis, Laparoscopic surgeries, Non Invasive Cardiac Procedure etc. Diagnostic (Except Cardiac surgery)
3.	Rajiv Gandhi Cancer & Research Center Sector 5, Rohini, Delhi	Specialized Purpose – Cancer & Cancer chemotherapy, radiotherapy
4.	Tirath Ram shah Hospital Near Tis Hazari, Battery Lane, Delhi	General Purpose & Diagnostic
5.	General Purpose & Diagnostic Sham Nath Marg, Delhi.	General & Specialized Purpose, Diagnostic except Cardiac Surgery
6.	Jeevan Mala Hospital 67/1, New Rohtak Road, New Delhi-5	General & Specialized Purpose, Diagnostic, except Cardiac Surgery
7.	Mohan Eye Institute 11-B, Ganga Ram Hospital Marg, New Delhi	Specialized Purpose – Ophthalmology
8.	Kesar Hospital AH-11, Shalimar Bagh, Delhi	Specialized Purpose minimum invasive surgeries (laparoscopic)
9.	Indian Spinal Injury Center, 50-C, Vasant Kunj, New Delhi.	Specialized & Diagnostic (Spinal injuries, Diseases related to spines and Physiotherapy)
10.	Pushpawati Singhania Research Institute, Press Enclave Marg, Sheikh Sarai, New Delhi	Specialized Purpose for Liver, Renal & Digestive diseases
11.	R.G. Stone Urological Research Institute, F-7, East of Kailash, New Delhi	Lithotripsy
12.	Malhotra Heart Institute & Medical Research Center, 14, Ring Road, Lajpat Nagar – IV, New Delhi	Specialized Purpose Cardiology, Cardiac & Vascular Surgery & related Diagnostic
13.	North Point Hospital (P) Ltd., S-357, Panchsheel Park, New Delhi.	Lithotripsy
14.	Sri Ram Singh Hospital & Heart Institute, B-25-26-26A, East Krishna Nagar, Delhi	General Purpose only
15.	Kalyani Hospital (P) Ltd. 354/2, Mehrauli Road, Gurgaon	General Purpose and Diagnostic only
16.	Dr. Taneja Hospital & Heart Center, 113-A, New Colony, Gurgaon	General Purpose & Diagnostic
17.	Narendra Mohan Hospital, Mohan Nagar, Ghaziabad	General /specialized purpose including non-invasive cardiac procedure & diagnostic (except cardiac surgery)
18.	Santosh Medical & Dental College Hospital, 1, Ambedkar Road, Ghaziabad	General purpose & diagnostic
19.	Yashoda Hospital & Research Center, III-M, Nehru Nagar, Ghaziabad	General purpose & diagnostic
20.	Metro Hospital & Heart Institute X-1, Sector – 12, C-94, Sector 111, Noida	Cardiology, Cardiac Surgery and Diagnostic Procedures
21.	Kailash Hospital & Research Center, H-33, Sector –27, Noida	General purpose & diagnostic, Non Invasive Cardiac Procedure
22.	NOIDA Medicare Center, 16-C, Block-E, Sector-30, Noida	General/ Specialized purpose & diagnostic, Non Invasive Cardiac Procedure
23.	Satya Medical Center, A-98/A, Sector 34, Noida	General purpose only
24.	Faridabad CT Scan Center, Neelam Chowk, Faridabad	CT
25.	National CT Scan & Diagnostic Center, 17, NWA, Club Road Punjabi Bagh, New Delhi.	Conventional Radiology, CT & Lab.
26.	Saral Advanced Diagnostic (P) Ltd., E-1073, Saraswati Vihar, Pitam Pura & 2, Shakti Vihar, Pitam Pura, Delhi	Conventional Radiology, CT & Lab.
27.	Janata X-Ray Clinic, 4B/5, Tilak Nagar, New Delhi-18	Conventional Radiology, CT, MRI, Mammography, USG & Colour Doppler & Lab.
28.	City X-Ray & Scan Center, 4B/7, Tilak Nagar, New Delhi.	Conventional Radiology, CT, MRI, Mammography, USG & Colour Doppler & Lab.
29.	New Delhi Scan Institute (Sir Ganga Ram Hospital), Rajinder Nagar, New Delhi.	CT
30.	North MR Scan Research Institute (Sir Ganga Ram Hospital) Rajendra Nagar, New Delhi;	MRI
31.	Mahajan Nuclear Medicine & Bone Densitometry Center (Sir Ganga Ram Hospital) Rajendra Nagar, New Delhi.	Nuclear medicine & Bone Densitometry.
32.	CD Diagnostic (Sunder Lal Jain Hospital) Ashok Vihar, Phase III, Delhi	CT
33.	Metro Health Care Center (Tirath Ram Shah Hospital) Near Tis Hazari, Battery Lane, New Delhi.	CT
34.	Sidharth Diagnostic Center, Sidarth Cat Scan Specialty, 2169, Shadi Kham Pur, Main Patel Road, West Patel Nagar, New Delhi.	USG, CT & Lab.
35.	Shalimar Diagnostic Center, AD-130- A, Shalimar Bagh, Delhi.	Conventional Radiology & Lab.
36.	DR S.S. Doda Ultra Sound center, 23-B, Pusa Road, New Delhi	Conventional Radiology USG & Mammography. CT & Color Doppler
37.	GMR Institute of Imaging & Research Center, 35-B, Pusa Road, New Delhi.	CT & MRI
38.	North Delhi Path Clinic, Kamala Nagar 56-A, Kamala Nagar, Delhi.	Lab.
39.	Dr. Lal Path Lab (P) Ltd. Esky Home, 54, Hanuman Road, New Delhi.	Lab.
40.	Diwan Chand Satyapal Aggarwal Imaging Research Center, 10-B, Kasturba Gandhi Marg, New Delhi.	All Radiological Investigations & Nuclear Medicine.
41.	Millennium Bone Densitometry & Osteoporosis Research Center, 47, Pusa Road, New Delhi	Bone Densitometry
42.	Specialty Ranbaxy Ltd., C/o Indian Spinal Injuries Center, Sector-C, Vasant Kunj, New Delhi	Lab.
43.	Max Medical center, 110, Panchsheel Park, New Delhi-17	Conventional Radiology, CT, MRI, USG, Echo, Mammography, Holter, PFT, Audiometry & Speech Therapy.
44.	GMR Institute & MRI Scan Center, A-13, Green Park, New Delhi	MRI
45.	Organ Imaging Research Center, A-2, C Green Park Main, New Delhi.	CT & MRI
46.	Dr. P. Bhasin Path Lab, S-13, Greater Kailash, Part-I, New Delhi.	Lab.
47.	NMC Imaging & Diagnostic Center (VIMHANS Campus) 1, Institutional Area, Nehru Nagar, New Delhi.	CT, MRI, Conventional Radiology, USG and Lab.
48.	Col. Pants Imaging Center, A-22, Green Park, New Delhi.	USG & Mammography.
49.	Delhi MR & CT Scan Center (Ashok Hospital) 25A/AB, Safdar Jung Enclave, New Delhi.	MRI, CT & USG
50.	Vasant Vision X-Ray & Ultra Sound clinic, F-9/4, Vasant Vihar, New Delhi.	Conventional Radiology & USG
51.	Majeedia Hospital, Jamia Hamdard, Hamdard Nagar, New Delhi.	Diagnostic, Conventional Radiology and Lab.
52.	Dr. Savita Jain Arun Imaging Centre, D-29, Vivek Vihar, Delhi.	Conventional Radiology, USG and Mammography.
53.	Dr. Anand Imaging & Neurological Center, F-24, Preet Vihar, Delhi.	Conventional Radiology, CT & MRI
54.	Modern Diagnostic & Research Center, 363/4, Jawahar Nagar, New Railway Road, Gurgaon.	Conventional Radiology, CT & Lab
55.	Noida Diagnostic Center, D-4, Sector 20, Noida.	Conventional Radiology & Lab
56.	Sheetla Hospital & Eye Institute Pvt. Ltd., Near DSD College, New Railway Road, Gurgaon.	General Purposes
57.	Umkal Hospital & MP Heart Research Institute, A-520, Sushant Lok-1, Gurgaon.	General Purposes & Diagnostic Procedure.
58.	G.M. Modi Hospital & Research Center for Medical Sciences, Mandir Marg near Press Enclave, Saket, New Delhi-16	General Purposes & Diagnostic Procedure.
59.	Orthonova Hospital, C-5/29, SDA, Opp. Main IIT Gate, New Delhi-16	Orthopedic, Trauma and Critical Care
60.	Escorts Hospital & Research Center Ltd., Neelam Bata Road, Faridabad.	General / Specialized purpose & Diagnostic purpose except Cardiac Surgery.
61.	Venu Eye Institute & Research center, I / 31, Sheikh Sarai Institutional Area, Phase II, New Delhi.	Ophthalmic Purposes
62.	Jaipur Golden Hospital, 2, Institutional Area, Rohini, New Delhi.	General / Specialized purpose (except Cardiac Surgery, including CABG, Angiography and Cardiac Thoracic surgery) and Diagnostic except CT.
63.	Maharaja Agarsain Hospital, Block D, Ashok Vihar, Phase I, Delhi-52	Physiotherapy, Conventional Radiology & Lab.
64.	Brahm Shakti Hospital & Research Center, U-1/78 Budh Vihar, Delhi –41	General purposes treatment
65.	Millennium Hospital, B-1/1, Pusa Road, New Delhi.	General purposes & Diagnostic
66.	Precision Dental Care, C-159, Sarita Vihar, New Delhi.	Day Care Dental Treatment except cosmetic dental care.
67.	R.B. Seth Jassa Ram & Bros. Charitable Hospital, WEA, Karol Bagh, New Delhi.	General Purposes
68.	Anand Hospital, 21, Community Center, Preet Vihar, Delhi.	Radiotherapy and Hemodialysis.
69.	Jeevan Nursing Home & Hospital, 2-B Pusa Road, New Delhi.	Gynae & Obstetric and General surgery only
70.	Prakash Hospital, D-12, 21A, 12B, Sector-33, Noida	General Purpose
71.	Kolhi Imaging & diagnostic Center, 70, Mount Kailash, East of Kailash, New Delhi.	Ultra-sonography and Colour Doppler.
72.	Sanghi Medical Center Pvt. Lt., S-51, Greater Kailash-1, New Delhi.	Laboratory Investigations.
73.	Nasa Scan Center, 38 Pocket C-9, Sector-8, Rohini, Delhi.	Lab, X-Ray, USG, Color Doppler, CT except MRI
74.	Ganesh Diagnostic & Imaging Center, 109, Pocket A-1, Sector 8, Rohini, New Delhi.	X-Ray, USG, CT, MRI
75.	Dr. Suri Lab Pvt. Ltd., 23-B, Pusa Road, New Delhi.	Laboratory Investigations.
76.	Dr. Handa's Imaging Center, 34-B, Pusa Road, New Delhi.	X-Ray, OPG, USG, Color Doppler, Mammography.
77.	Sachdeva Diagnostics Pvt. Ltd., E-991, Saraswati Vihar, Delhi.	X-Ray including special investigation USG, Colour Doppler, Bone Densitometry.
78.	Dr. Chopra's Bone Densitometry Center & Lab., 2, Rajouri Palace, J/1/162, Rajouri Garden, New Delhi.	Bone Densitometry
79.	Focus Imaging & Research Center Pvt. Ltd., 47/1-2, Main Yusuf Sarai Market, Aurobindo Marg, New Delhi	MRI
80.	Dr. M.L. Aggarwal X-Ray Clinic, 150, Safdarjung Enclave, New Delhi	X-Ray & USG
81.	South Delhi Ultrasound & X-Ray Clinic, A-44, Hauz Khas, New Delhi	X-Ray, OPG, USG, Color Doppler & Mammography
82.	The Clinical Laboratory, E-13/9, Vasant Vihar, New Delhi.	Laboratory Investigations
83.	Gami Diagnostic Center, Gujarat Vihar, Vikas Marg, Delhi.	Laboratory Investigations
84.	Uma Sanjeevani Health center, I, Dakshin Marg, DLF City Phase-II, Gurgaon.	Diagnostic Purpose (Lab)
85.	Medicentre Nursing Home and Diagnostic, A-2 & 4, Netaji Subhash Place, Wazirpur District Centre, Delhi-32	Diagnostic Purpose
86.	R.G. Stone Urological Research Institute, F-12, East of Kailash, New Delhi.	Endo-Urology Surgery, Holmium Laser Surgeries and Laparoscopic Surgeries
87.	Dr. S.S. Doda Ultra Sound Centre 23-B, Pusa Road, New Delhi	CT and Colour Doppler
88.	Max Healthcare, N-110, Panchsheel Park, New Delhi.	Laboratory Investigations
89.	Janata X-Ray Clinic, 4-B/5, Tilak Nagar, New Delhi.	Bone Densitometry
90.	Dr. Savita Jain Arun's Imaging Center, D-29, Vivek Vihar, Delhi	Color Doppler and ECHO
91.	National CT Scan & Diagnostic Center, 17 NWA Purjahi Bagh Club Road, New Delhi,	Color Doppler and ECHO
92.	Rajiv Gandhi Cancer & Research Center, Sector-5, Rohini, Delhi.	Cancer Diagnosis, Cancer Chemotherapy and Radiotherapy
93.	Saroj Hospital, Madhuban Chowk, Rohini, Delhi-85	General Purposes, Diagnostic and Non-invasive cardiac procedure.
94.	The Heart Center, 2, Ring Road, Lajpat Nagar IV, New Delhi-24	Non-invasive cardiac procedure
95.	FP Stone and Urology Center, II-A/40, Nehru Nagar, Ghaziabad-201001	Lithotripsy
96.	Center for Sight, A-23, Green Park, Aurobindo Marg, New Delhi-16	For specialized purposes of Ophthalmology
97.	Dharamshila Cancer Hospital & Research Center, Dharamshila Marg, Vasundhara Enclave, Delhi-62	Cancer Diagnosis, Chemotherapy, Radiation, Palliative care, Rehabilitation and General diagnostic purpose.
98.	Batra Hospital & Medical Research Center, 1, Tughlakabad Institutional Area, New Delhi-62	Cardiac Procedures like CAG, PTCA, CABG, EP study, Cardiovascular Procedures, MRI, CT, Imaging, Chemotherapy and Cancer Radiation Therapy
99.	Sir Ganga Ram Hospital, Sir Ganga Ram Hospital Marg, New Delhi.	Cardiology, Cardiac Surgery and Diagnostic procedures, Renal procedure, Renal transplantation, Gastroenterology procedures, Liver transplantation and Genetic Lab procedures.
100.	Sunder Lal Jain Hospital Ashok Vihar, Phase III, New Delhi.	General/ Specialized purpose (except cardiac surgery) and diagnostic procedures.
101.	Yashoda Hospital, III-M, Nehru Nagar, Ghaziabad-201001.	Non-invasive Cardiology, ECHO with color Doppler, TMT and CT Scan
102.	Narendra Mohan Hospital, Mohan Nagar, Ghaziabad	Cardiology (Invasive) and Cardiac Surgery.
103.	Indraprastha Apollo Hospitals, Sarita Vihar, Delhi-Mathura Road, New Delhi.	All Radiological investigations & Nuclear Medicines, Laparoscopic surgery, Dialysis, Urology, Organ transplant (Renal, Liver), Lithotripsy, Joint Replacement, Radiation Therapy, Cardiology, Cardiac Surgery, cardio Thoracic, Vascular Surgery.
104.	Escorts Heart Institute & Research Center, Okhla Road, New Delhi.	Cardio Vascular surgery, Invasive and Non-invasive cardiology and pediatric cardiology.

**ESSENTIALITY CERTIFICATE****CERTIFICATE 'A'**

(To be completed in the case of patients who are not admitted to Hospital for treatment.)

Certificate granted to Mrs./Mr./Miss _____ Wife/Son/Daughter of

Mr. _____ employed in the office of the _____

I, Dr. hereby certify,

- a. That I charged and received Rs. _____ for _____ consultations on _____ (dates to be given) at my consulting room / at the residence or the patients;
- b. That I charged and received Rs. _____ for administering _____ intravenous / intra-muscular / subcutaneous injections on _____ (dates to be given) at _____ my consulting room / the residence of the patient.
- c. That the injections administered were not / were for immunizing or prophylactic purpose.
- d. That the patient has been under treatment at _____ hospital / my consulting room and that the under mentioned medicines prescribed by me in this connection were essential for the recovery / prevention of serious deterioration in the condition of the patient. The medicines are not stocked in the _____ (names of hospitals) for supply to private patient and do not include proprietary preparations for which cheaper substances of equal therapeutic value are available nor preparations which are primarily foods, toilets or disinfectants.

S NO.	NAME OF MEDICINE	PRICE
1.		
2.		
3.		
4.		

- e. That the patient is / was suffering from _____ and is / was under my treatment from _____ to _____
- f. That the patient is / was not given pre-natal or post – natal treatment.
- g. That the X-ray, Laboratory test, etc. for which an expenditure of Rs. _____ was incurred was necessary and were undertaken on my advice at _____ (name of the Hospital or Laboratory).
- h. That the patient did not require / required hospitalization.
- i. That the ailment is/is not a chronic ailment and medicines at S.No. _____ above are required for prolonged treatment of the chronic ailment and will need to be taken for at least _____ days / 3 months / _____

Dated

Signature & Designation
of the Medical Officer
and Hospital / Dispensary
to which attached.