

WUS HEALTH CENTRE

World University Service (W.U.S.) is a Geneva based international NGO. It was inaugurated in 1955 at its present site. WUS Health Centre is a Contributory Health Scheme and with its four operational units in North, South, East and West, it caters to health related needs of the employees, their family members and students of University of Delhi.

W.U.S. Health Centre has a team of efficient Doctors, Psychiatrist, Dentist, Surgeon, Cardiologist, Child Specialist, Physician, consultants Staff Nurses & Para Medical Staff. Health Centre also has a fully equipped Physiotherapy unit.

The North or the Main Campus unit of the Health Centre is the nodal point and has all major investigative facilities, a team of Doctors, paramedical staff and several visiting part-time specialists. The South unit in the South Campus also has visiting part-time specialists and limited diagnostic and investigative facilities. East and West have only single Doctor Units.

This Information Booklet contains collated information about various aspects of the Health Centre: its organization, administration, operation, facilities, rules and regulations in a summarized form. This booklet will serve as a Guide Book for all Health Centre beneficiaries, Doctors and the Administrative Staff in the University and constituent Colleges.

ELIGIBILITY & MEMBERSHIP

- (i) All permanent employees of University of Delhi and its Constituent Colleges and members of their family (as recorded in the Service Book) are entitled for all approved facilities.
- (ii) All ad-hoc employees & temporary employees are issued Treatment Card for the specified period of employment and entitled only to existing in-house facilities of the Health Centers. They are not entitled for any form of reimbursement.
- (iii) Full time students of the University and Residents in the Halls of Residence as temporary members on year to year basis.
- (iv) Each eligible member is issued a Health Book or Card bearing a recent passport size photograph. It should be pasted on the inner side of the Health Book or in the front portion of the Treatment Card.
- (v) In case a member does not bring the Treatment Card/ Health Book while approaching the Doctor, medicine will not be given for more than one day.
- (vi) Members holding Treatment Card with 'D' (day students) membership are eligible only for the facilities available in the Health Centre. No reimbursement of any kind will be allowed.

- (vii) Members holding Treatment Card with 'R' (resident student) and 'T' (temporary members) membership are also not eligible for reimbursement of treatment at other Hospitals in their OPD or IPD.
- (viii) Investigative laboratory tests, Radiological tests (X-ray), and Medicines readily available in the Health Centre, will not be allowed to be done or purchased from the open market. Such bills will not be entertained for reimbursement.
- (ix) For seasonal/routine ailments, medicine will be issued, initially for 3 to 5 days before making a long term treatment plan.
- (x) For chronic ailments and long term on-going treatments, medicines can be issued for one full month.

HOW TO BECOME A MEMBER OF THE WUS HEALTH CENTRE

Health Centre facility is available to only eligible members who have enrolled themselves (teachers, non-teaching, students & retired staff of University of Delhi and its affiliated Colleges) in the Health Centre.

To obtain membership, a Prescribed Form has to be filled up by University employees/students along with payment of the prescribed subscription fee.

1. University Employee

(a). In service employees

Academic, Non-academic and Retired employees are required to get verification of their application from their respective Department/College. The subscription for membership for one month has to be deposited in cash in the Health Centre between 10:00 a.m. to 12:30 p.m. along with the application form. The subscription for subsequent months will be forwarded by their respective College/Department. Two copies of recent passport size photograph of each book-holder will also be required at the time of the delivery of Health Book.

(b) Retired employees

A retired employee is required to submit a properly verified Application Form along with Pension papers and a Certificate from the College/Department/Office that "medical allowance of Rs.100/- per month is not being paid". The basic pay on the last date of retirement must be mentioned clearly on the Application Form.

2. Students registered in full time Courses

They are required to submit the following additional information along with the regular Application Form:

- a) Proof of payment of Health Centre Subscription at the time of admission in the course and/or date of payment of subscription at the Health Centre.

- b) Photocopy of the College/Departmental Identity Card.
- c) Two latest passport size photographs.

3. Students registered in part time/correspondence Courses

Students pursuing part time/correspondence courses are not eligible for Health Centre Membership.

ENTITLEMENT OF ELIGIBLE MEMBERS

1. All Non-Resident Students will be provided only Emergency Treatment at the Health Centre as and when required. OPD treatment will be given only to those Non-resident Students who have paid membership fee of the Health Centre on per session basis. No Reimbursement of any kind will be allowed.
2. All Resident Students (in Halls/Hostels of the University and its affiliated Colleges) will be provided OPD treatment with facility for local purchase of reimbursable medicines if these are not readily available in the Health Centre. No other form of reimbursements will be allowed.
3. All permanent Employees of the Institute of Economic Growth, C.P.D.H.E. and Agro Economic Centre will be allowed to continue their Membership of the WUS Health Centre and avail investigation and treatment facilities available at the Health Centre. However, all hospitalization related expenses and any other investigation charges will be paid to these employees directly by the respective employers or the funding agencies only.
4. Regular full time employee of Delhi University Co-operative Society, WUSDU Committee and Delhi University Women's Association will be given membership of the WUS Health Centre on payment of Rs.120/- for each session. The membership will include all eligible members of family as per University norms. They will be provided only OPD facilities available at the Health Centre. No reimbursement facility will be allowed.
5. All workers employed on Ad-hoc, and contract basis and personnel appointed in time bound Research Projects will be allowed only OPD consultation and treatment on production of valid identity cards clearly showing the period for which he/she is engaged in work with the University. No reimbursement facility will be allowed. The facility will be given to individuals only and shall not include any other members of the family. Rate chargeable for the members will be in accordance with the rate slabs applicable for drawing other benefits.
6. Visiting Faculty will enjoy full OPD facility including local purchase of medicines not available at the Health Centre. All other investigation and in-door treatment bills will be paid by the Sponsor or Donor institution as the case may be.
7. All regular University and affiliated college employees will enjoy the consultation and treatment at the Health Centre with reimbursement of medicine and tests required for diagnoses by the attending Medical Officer. However, Emergency and hospitalization will be reimbursed by the College/University as the case may be.

SUBSCRIPTION FOR HEALTH CENTRE MEMBERSHIP

(A) Employees in Service Retired		
Pay Range	Rate Per Month	Rate Per Month
2500-4500	Rs. 15/-	Rs. 7.50/-
4500-7500	Rs. 30/-	Rs. 15.00/-
7501-10500	Rs. 45/-	Rs. 22.50/-
10500-above	Rs. 60/-	Rs. 30.00/-
(Pay means Actual pay + Dearness Pay)		
(B) Non Resident Students (Day Students) Rs. 120/- p.m. payable on annual basis from the academic year beginning 2005.		
(C) Resident Student (Hostel) Rs. 240/- p.m. payable on annual basis from the academic year 2005.		
(D) Junior Research Fellows, Senior Research Fellows, Research Associates: As per salary slabs applicable to regular employees		

***Rate/Fee is subject to change.**

Note:

10 years subscription is taken as Life Membership only for the Retired Employees, which is also payable year wise without any break or as one time. Lump-sum amount at the time of final retirement has to be paid in cash or by cheque and deposited with the Office of the Health Centre.

In service employee intending to become member of Health Centre shall have to pay one month subscription in cash in the Health Centre Office and subsequent payments will be deducted from their salary.

Re-employed employees shall make one-time payment in cash for the specified period of re-employment. The amount to be calculated on the basis of the rate of subscription payable at the time of reemployment.

GUIDELINES FOR CLAIM OF REIMBURSEMENT

Hospital reimbursement

- 1) There is no need to obtain reference from the WUS Health Centre for availing treatment at the hospital.
- 2) The treatment must be availed only from the Hospitals empanelled by the University. However, in emergency cases, the treatment can be availed from the nearest hospital even if that Hospital is not on the University approved panel. The nature of Emergency will have to be justified and approved by the Medical Administrator for availing reimbursement of expenses.
- 3) Reimbursement bill ought to be submitted by the beneficiaries directly to their concerned College/Department./University in which the beneficiaries are working after verification of bills from the concerned Doctors of the Hospital, along with Form (A) for OPD treatments and /Form (B) for Hospitalization expenses. The College/University will make the

reimbursement as the case may be. All claims must be made within three months of the treatment.

- 4) The Retired employee must submit their Hospital /OPD claims directly to the College/Department./University from where they retired. The reimbursement will be made by College /University as the case may be.
- 5) The reimbursement will be as per CGHS approved rates. All extra charges, other than the CGHS approved rate list will be the responsibility of the incumbent.

MEDICAL FITNESS CERTIFICATE & MEDICAL BOARDS

1. Medical fitness certificate in case of fresh or re-employment is provided by the W.U.S. Health Centre as per guidelines illustrated in Annexure-III.
In case of new appointments to the University, Medical Examination shall be done on Tuesday, Wednesday and Thursday between 12:00 to 1:00 p.m. only and reports shall be delivered between 2:30 to 3:00 p.m.

No request shall be entertained on Monday or Friday.

Candidates are required to submit 2 passport size photographs duly attested along with the letter of appointment. Medical Fitness Report will be sent directly to the College/Department concerned and will not be handed over to the candidate himself/herself.

2. Any student requiring Writer or extension of time during examination should apply to the Principal of the respective college. The application is routed through the Examination Branches at the North or South Campus to the Chief Medical Administrator WUS Health Centre (MAIN CAMPUS), Chhatra Marg, University of Delhi, Delhi-110007.
3. The Medical Administrator W.U.S. Health Centre constitutes a Medical Board as per laid the guidelines for admission in various courses for Physically Challenged candidates. The Medical Board determines the extent of disability on a 10-point scale and recommends the points to be added as weightage to the marks scored in the qualifying examination for the purpose of admission.

CONTACT DETAILS

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