



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Argul, Khordha – 752 050
वेब/web: www.iitbbs.ac.in

No.F.2-64/2015-Estt.

दिनांक/ Dt.: 15th November, 2018

CIRCULAR

Sub: Guidelines for use of Ambulance services.

In order to regulate the Ambulance services effectively in the Institute for real emergency/ serious illness cases, following guidelines have been approved to be implemented with immediate effect:

1. The Ambulance services will be availed only in case of non-ambulating/emergency/serious conditions of the patients. It will not be available for petty complains/illness (e.g. cold, cough, headache, mild fever, throat infection etc.) or for the purpose of medical checkups/tests). For non-emergency cases, residents may use their own conveyance.
2. On the advice of the Institute Doctor(s) based on the request of the eligible users, the Ambulance will be provided to carry the patients from different places within the Campus or NISER Campus to IIT Campus Dispensary or vice versa or onward journey to City Hospitals only.
3. No ambulance facility will be available for movement from one place to other place inside or outside the Campus other than to the Dispensary/Hospital or vice versa.
4. In case the patient travels by the Ambulance and found by the Doctor that the case is minor/petty, for the return journey the ambulance services will not be available except the period 9 PM to 7 AM which will be on chargeable basis. In such case, the diagnosis and decisions of the Doctor(s) will be final and binding on the user.
5. The malinger use of ambulance for petty cases by students, employees, their dependent and non-dependent family members will be on chargeable basis as detailed below:

Occasion of use.	Rate (Rs.)
Use of ambulance by Faculty members, Officers and Staff for non-dependent family members from within the campus to city hospitals (only on advice of Doctor).	500

Use of ambulance by Faculty members, Officers and Staff for non-dependent family members from within the campus to IIT dispensary or return (for non-ambulating/emergency cases only) – one side travel.	200
Use of ambulance for ambulating/petty and malingers within the Campus/NISER Campus to IIT Dispensary or return (for one side travel)	100

The non-dependency will be declared by the concerned employee which will be verified by establishment section (if required).

6. The user of the ambulance service is required to sign on a declaration form available with the Driver/Dispensary (copy attached).
7. In the 1st week of every month, the dispensary will submit a consolidated list of persons used the Ambulance for petty/non-serious/non-emergency/non-dependent cases to Hostel Office in respect of Students and Registrar Office in other cases. In cases of Students, the amount will be deducted from the concerned student mess advance and in case of others, the amount will be deducted from the salary of the employees and information on the same will be communicated to the person concerned by the respective offices.
8. All are requested to cooperate for smooth implementation of the system. This will be applicable with immediate effect.

This issues with the approval of the Competent Authority.


Registrar

Copy To:

1. All Deans/ Heads of School/ Academic Coordinators
2. All PICs/ Chairpersons/ Coordinators
3. Warden/ Assistant Wardens
4. President Students' Gymkhana
5. PIC Web: with request to upload in the Institute website
6. Joint Registrar (F&A)
7. Superintending Engineer (Civil)
8. Deputy Librarian
9. All Assistant Registrars
10. Career Development and Placement Officer
11. Medical Officer I/C
12. Chief Security Officer
13. ERP Unit
14. All OSDs
15. Secretary to Director and Registrar
16. Office Order file

AMBULANCE USE DECLARATION FORM

Name:				Roll No./Employee code	
1.	From	To	Dispensary	Date:
2.	From	Dispensary	To	Date:
<p>For Students:</p> <ul style="list-style-type: none"> - I abide by the fact that in case of certification of my illness by the doctors as non-emergency/petty, the use of ambulance will be chargeable to me and the same will be deducted from my mess advance. 					
<p>For Employees:</p> <ul style="list-style-type: none"> - I abide by the fact that in case of certification of my/my family member's illness by doctors as non-emergency/petty, the use of ambulance will be chargeable to me and the same will be deducted from my salary. - The ambulance is used for my family member (Mr./Mrs./Miss _____) who is dependent/non-dependent (strike out which is not applicable) on me. 					
Doctor certification on use of ambulance:				Full signature of User	
Chargeable/Not chargeable	Amount: Rs.			Signature of Doctor	