

**राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय**  
**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

**ADMINISTRATIVE NOTIFICATION NO. RGNAU/ESTT/2025/84 DATED 23.09.2025**

The undersigned is to convey that the Executive Council at its 2<sup>nd</sup> meeting held on 27<sup>th</sup> November 2018 has approved the medical policy for the regular employees of Rajiv Gandhi National Aviation University, as stated below :

- 1) Reimbursement of medical expenditure within the ceiling limit of one month's pay (Basic Pay + DA) would be admitted on the basis of self-certificate given by the employee to the effect that the expenditure has actually been incurred towards the treatment of self or any member of his/her family.
- 2) The format of the certificate for claiming the reimbursement is enclosed as Annexure-I.
- 3) This will be paid quarterly. The claim may be raised at the end of each quarter to the extent of one fourth of the pay, for each quarter.
- 4) In case an employee incurs expenditure more than 25% of his entitlement in a quarter he/she shall be required to submit the bills/cash memos for the entire amount. Such excess amount shall be adjusted in the subsequent quarter and the reimbursement shall not exceed one month's pay per annum in the normal course.
- 5) The employee may prefer their claims in the prescribed form directly to the Finance & Accounts Section.
- 6) In extreme cases where an employee is constrained to spend in excess of the ceiling of one month's pay in a year, he/she shall be required to produce the bills/cash memos for the entire claim to the Administration Division to process his/her claim for relaxation on a case to case basis.
- 7) In the case of treatment of longer duration involving hospitalization of self or family, the employee shall be reimbursed in full the admissible expenditure during hospitalization in Government/CGHS empanelled hospitals.
- 8) Except in case of emergency or non-availability of facility, the treatment can be done in non- CGHS empanelled hospitals.

All Heads/Coordinators of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all teaching and non-teaching employees of the University.

**Encl. Annexure-I**

  
कुलसचिव / Registrar  
23/09/2025

To

1. All Deans
2. All Heads/Coordinators of the Departments/Centre/School/Section/Unit
3. All Faculty-in-Charges
4. Finance Officer
5. Controller of Examinations
6. Officer on Special Duty (AAE&HR))
7. System Analyst – please upload in the University Intranet website
8. PS to Vice Chancellor
9. PS to Registrar
10. Office File

**राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय**  
**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

**APPLICATION FOR REIMBURSEMENT OF ACTUAL MEDICAL EXPENSES**

1.	Name of the Employee	
2.	Employee Code	
3.	Designation	
4.	Name of the patient	
5.	Relationship with the patient	
6.	Quarter ending (March / June / September / December)	
7.	Amount claimed	Rs.
8.	Amount reimbursed during the current year so far	Rs.
9.	<p>(a) I certify that the statement in this application is true to the best of my knowledge and belief and that the persons for whom medical expenses have been incurred are wholly dependent on me.</p> <p>(b) I certify that (i) I am not a CGHS beneficiary, (ii) my husband/wife is not availing CGHS benefit for himself/herself or for any dependent member of the family, (iii) my husband/wife is/is not an employee of the Central Government/State Government/Public Sector Undertaking/ Autonomous Body/Institution etc., which are wholly / partly owned / controlled / funded by Central / State Governments and is/is not claiming any medical benefits under the relevant rules applicable to them for himself/herself or any dependent member of the family.</p> <p>(c) I also certify that the claim does not include expenditure towards vitamins (unless certified as essential by a registered medical practitioner), tonics, baby food, milk food, beverages, spectacles, dentures, crown work, bridge work, orthodontic work and other special dental work.</p>	

Date :

Signature of the Employee

To

The Finance Officer

Rajiv Gandhi National Aviation University