No. F.2-64/2015-Estt.   Dt.: 20 September 2023

परिपत्र /CIRCULAR

Subject: Guidelines for the use of Ambulance services.

In order to regulate the Ambulance services effectively in the Institute for Emergency/serious illness cases, the following guidelines are set:

1. The ambulance service will be accessible only for patients experiencing non-ambulating (a person who is unable to walk), emergency, or serious medical conditions. This service is free for students. Institute employees and their dependents (as per the medical cards) can also avail of this service free of cost. For availing ambulance service, user must sign a declaration form available with the Driver/Dispensary.

2. Upon the request of eligible users (through Sanjeevan Health Center) and with the recommendation of the Institute Doctor on duty, the ambulance will be made available to transport patients between various locations within the campus, to and from the Sanjeevan Heath Centre or for onward transportation to Referred City Hospitals.

3. The ambulance service will not be provided for minor complaints or illnesses such as cold, cough, headache, mild fever, throat infection, etc. or for medical check-ups/tests. For non emergency situations, residents are encouraged to use their own means of transport.

4. The ambulance service will not be available for movement from one place to another, inside or outside the campus other than to /from the Sanjeevan Health Centre or Referred City Hospital.

5. In case the patient travels by ambulance and being found that the case is minor/ petty, for the return journey the ambulance service will not be available except during 9 PM-7AM . In such cases, the diagnosis and decisions of the Institute Doctor on duty will be final and binding on the user.

6. The use of the ambulance, except for the cases mentioned in Sl. 1 above will incur charges, as outlined below:

Occasion of use	Rate (Rs.)
Use of ambulance by non-dependent family members of Institute employees, contractual employees, and family members of students from within the campus/ Sanjeevan Health Centre to Referred City Hospital (Only on the advice of Doctor)	300 (Hospital in Jatni / Khurda) 600 (Hospital in Bhubaneswar) 900 (Hospital in Cuttack)
Use of ambulance by non-dependent family members of Institute employees, contractual employees, and family members of students from within the campus to Sanjeevan Health Centre or return for non-ambulating/emergency cases only (only on the advice of Doctor).	100(for one side travel)

Use of ambulance for minor/petty cases and malingers within the Campus to Sanjeevan Health Center or return.	150 (for one side travel)

7. During the first week of each month, the Sanjeevan Health Center will provide a comprehensive list of individuals who used the Ambulance service for petty /non-serious /non-emergency /non-dependent cases to the 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 employees, 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 office. For the cases of non-employees, the charges shall be collected by Sanjeevan Health Centre and deposited in cash in the Institute account.

8. All are requested to cooperate for the smooth implementation of the system immediately.

This issues with the approval of the Competent Authority.

कुलसचिव /Registrar

प्रतिलिपि / Copy to:
1. All Deans/Associate Deans/Heads of Schools/ Associate Heads/Academic Coordinators
2. All PICs/ Chairpersons/ Coordinators
3. Chairman Warden Council/Wardens / Associate Wardens
4. President, Student Gymkhana
5. PIC-Web: With request to update the Institute website
6. Joint Registrar-CE/SA/AA&IR
7. Assistant Registrar (F&A) / F&A Section
8. Executive Engineer (Eectrical) /Executive Engineer (Civil)
9. Assistant Registrar (Estt.): With a request to report to the next meeting of BoG
10. All Deputy Registrar / Deputy Librarian
11. All Assistant Registrars / OSDs
12. Career Development & Placement Officer
13. Senior Medical Officer
14. Security Unit
15. ERP Unit
16. Secretary to Director
17. Secretary to Registrar
18. Office Order File