



GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT

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NOTIFICATION

File No. HFW-DCMA-MA-0014-2018 /H&F.W. 7981 Dated 13.3.18

Sub: **Guidelines for issue of Medical Certificates by Authorised Medical Attendant and functions of Medical Boards.**

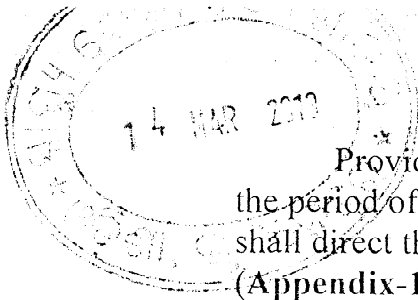
Where as Government is keen in providing free medical attendance to all its employees with facility for reimbursement for any additional expenditure incurred. many a times certification by the Authorized Medical Attendant (AMA) is required by the controlling authorities for sanction of such leave which might have been required for availing treatment. In this context the Authorized Medical Attendant is redefined as under:

Authorized Medical Attendant in respect of Government Servants including retired Government Servants and members of their families inside or outside the State means, "any Registered Medical/ Dental/ AYUSH (Ayurveda, Yoga & naturopathy, Unani, Siddha and Homeopathy) Practitioner whether in any Government service or Private who will be available near at hand at the place of posting where he falls ill. They must have valid registration under respective Central or State Councils".

Provided that the Authorized Medical Attendant (AMA) shall treat patients only in the system of medicine in which he/she is registered.

The different duties and responsibilities of Authorized Medical Attendant shall be:

1. On receiving a patient the authorized medical attendant shall immediately attend the patient and give necessary appropriate medical advice or treatment.
2. Where admission of the patient in a Government Hospital is not required the patient can be treated in the Out Patient Department of Government Hospital or at his residence or in the clinic of the Authorised Medical Attendant beyond duty hours.
3. The Authorised Medical Attendant who is not a specialist can admit the patient and give treatment for a continuous period not exceeding thirty days in any Government Hospital. If further period beyond thirty days is required for the stay in Government hospital, the Authorised Medical Attendant shall take the second opinion of a specialist in the concerned subject in the same hospital or another Government hospital.
4. Where the Authorised Medical Attendant is a specialist, he/she can admit the patient and give treatment for a continuous period not exceeding sixty days in any Government Hospital.



Provided that in case of doubt regarding health of Government servant or if the period of treatment or advice of rest exceeds sixty days, the controlling authority shall direct the Government Servant to appear before an appropriate Medical Board (Appendix-1) for authentication of illness, treatment and / or advice of rest.

5. The Authorised Medical Attendant must not prescribe the medicines required by the patient for the whole period of treatment at a stretch to avoid wastage of medicines except in situations where the medicine is required for continuous use by the patient.
6. The Authorised Medical Attendant can advise rest during the period of treatment as outpatient or in patient and can issue the certificate of sickness and fitness as required by the patient or concerned controlling authority. But the duration of such advice of rest must not exceed the limit prescribed in items (3) and (4) supra as the case may be. (Appendix 2 & 3)

This will be applicable from the date of issue of this order.

By Orders of Governor,

Commissioner cum Secretary to Government

Memo No. 7982 /H, Dated the 13-3-18

Copy forwarded to A. G.(A&E), Odisha, Bhubaneswar/ G.A.(S & E) Department/ P.S. to Chief Minister, Odisha/ P.S. to Minister, Health & Family Welfare Department, Odisha/ OSD to Chief Secretary, Odisha/ P.S. to Commissioner-cum-Secretary to Government, Health & Family Welfare Department, Bhubaneswar/ Odisha Public Service Commission, Odisha, Cuttack / All Directors of combined health directorate / Director VSSIMSAR Burla / Dean & Principal and Superintendent of six Government Medical Colleges of the State/ Superintendent, SVPPGIP, Sishu Bhawan, Cuttack/ Director, AHRCC Cuttack / Principal, SCB Dental College, Cuttack/ Guard file 20(twenty copies) for information and necessary action.

Additional Secretary to Government

Memo No. 7983 /H dtd. 13-3-18

Copy forwarded to the Director, Printing, Stationary & Publication , Odisha, Cuttack with a request to publish the Notification in an extra ordinary issue of Odisha Gazette and furnish 30(thirty) copies thereof to this Department.

Additional Secretary to Government

Memo No. 7984 /H dtd. 13-3-18

Copy forwarded to All officers/ All Sections of Health & Family Welfare Department for information and necessary action..

Additional Secretary to Government

**A- Constitution of District Medical Board.-**

(1) There shall be a District Medical Board in each District. The members shall be as under namely:-

- (i) Chief District Medical and Public Health Officer, Chairman
- (ii) District Medical Officer (Medical Services), Convener
- (iii) Senior Specialist in Medicine, Member
- (iv) Senior Specialist in Surgery, Member
- (v) Senior Specialist in Orthopedics, Member

(2) Three members out of the five shall be the quorum. In case of absence of the Chairman the senior most among the rest members shall preside over the Board. When required the Chairman, may co-opt for another specialist / lady specialist from appropriate discipline to sit in the Board to assist.

(2) The Board shall sit in the Office of the Chief District Medical and Public health Officer, on the 1<sup>st</sup> day of every month. The timing shall be 1 PM, when the office hour is 10.00AM to 5.00 PM and 10.00 AM, when the office hour is 7.00 AM to 1.00 PM. In case the 1<sup>st</sup> day of the month is a holiday the Board shall sit on the next working day.

(3) The incumbents appearing before the Board shall give an undertaking that they have not appeared before any other Medical Board on the same matter and have not been rejected or found deficient. =

(4) Any person from the concerned district may approach the District Medical Board for issue of Physical fitness/ medical fitness certificate / unfit certificate / disability certificate like locomotor / visual / hearing / speech /mental retardation /leprosy cured etc. or any other medical examination as may be required by Government or any appointing authority.

(5) Whenever the controlling authority feels that the advice given or a certificate issued by the Authorised Medical Attendant is not acceptable and/or any suspicion regarding the health of the individual arises, may direct the Government Servant to appear before the District Medical Board of the District in which the Govt. servant is employed, for examination of the Government Servant and authentication of the treatment or advice or certificates given by the Authorised Medical Attendant.

Provided that when the Authorised Medical Attendant is of the rank of Assistant Professor or above in a Medical College, the Controlling Authority shall directly refer the case to Standing Medical Board instead of sending to District Medical Board.

**B- Constitution of Standing Medical Board.-**

(1) There shall be Standing Medical Boards in the State, attached to each Government Medical College. The members shall be as under namely:-

- (i) Head, Department of Medicine, of the Medical College
- (ii) Head, Department of Surgery, of the Medical College
- (iii) Head, Department of Orthopedics, of the Medical College

(iv) Chief District Medical and Public Health Officer, of the concerned District, Convener.

(2) The senior most Head of the three departments i.e. Medicine, Surgery and Orthopedics shall preside over the Standing Medical Board as Chairman. Three members out of the four shall be the quorum. When required the Chairman, may co-opt for a Professor / lady Professor from appropriate discipline to sit in the Board to assist.

(3) The Board shall sit in the Office of the Chief District Medical and Public Health Officer, who is the Convener, on the 3<sup>rd</sup> day of every month. The timing shall be 3 PM, when the office hour is 10.00AM to 5.00 PM and 11.00 AM, when the office hour is 7.00 AM to 1.00 PM. In case the 3<sup>rd</sup> day of the month is a holiday the Board shall sit on the next working day.

A Special or Emergent Medical Board may be convened on any other day when considered necessary by the Director Medical Education and Training, Odisha.

(4) The incumbents appearing before the Board shall give an undertaking that they have not appeared before any other Medical Board on the same matter and have not been rejected or found deficient.

(5) Whenever the controlling authority feels that the advice given by the Authorised Medical Attendant / opinion of the District Medical Board is not acceptable or suspicion regarding the health of the individual arises, may direct the Government Servant to appear before the Standing Medical Board for examination of the Government Servant and authentication of the treatment or advice given by the Authorised Medical Attendant or opinion given by the District Medical Board as the case may be. The Government Servant may if aggrieved on the decision of the District Medical Board may approach directly the Convener of the Standing Medical Board by submitting an application a plain paper.

(6) The decisions of the Standing Medical Board shall override the decisions of District Medical Board and shall be binding. No appeal would lie against the decisions of the Standing Medical Board as a matter of right. However Government reserves the right to direct for re-examination of any issue by an Appellate Medical Board.

### **C-Constitution of Appellate Medical Board.**

(1) The Appellate Medical Board is constituted at State level for re-examination of the cases dealt by Standing Medical Board or when desired by the Government. The Appellate Medical Board shall be constituted with following members namely:-

- (i) Director of Medical Education & Training, Odisha – Chairman;
- (ii) The Joint Director, Medical Education and Training, Odisha – Convener;
- (iii) Senior most Dean and Principal of the six Government Medical Colleges of the State – Member;
- (iv) Director, Capital Hospital, Bhubaneswar- Member;
- (v) An expert in the concerned discipline who is the Professor or Head in the concerned Department of a Government Medical College – Member;

(2) Three members out of the five shall be the quorum. In the absence of the Chairman the senior most Dean and Principal shall preside over the Board.

(3) The Appellate Board shall sit in the office of the Director Medical Education and Training, Odisha, as and when desired by the Government.

(4) No appeal would lie against the Appellate Medical Board as a matter of right. The decisions of the Appellate Board shall override any other decision passed earlier, by any other Board.

**MEDICAL FITNESS CERTIFICATE**

(For new Job)

I do hereby certify that I have examined one Sri /Smt/ Ku.  
..... son /daughter /wife of  
Sri..... resident of  
..... a candidate for  
employment in the ..... Department and cannot discover  
that he has any disease, constitutional affection or bodily infirmity except  
..... I consider / do not consider this a  
disqualification for employment in the Office of  
.....

His/her age according to his own statement is .....  
years and by appearance is about .....years.

Mark of Identification:     1.  
  2.

Full Signature of candidate attested

Date:  
Place:

Full Signature of AMA  
Date/ Seal /Regn. No

**DECLARATION BY CANDIDATE**

I.....a candidate for employment in the  
..... Department of the Government of Odisha  
hereby declare that I have not at any time been pronounced unfit for Government employment  
by any Medical Board of Odisha or any other constituted Medical Authority.

Date:  
Place:

Full Signature of the Candidate

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MEDICAL SICKNESS CERTIFICATE

I, Dr. .... after careful personal examination of the case hereby certify that Dr. /Shri /Smt. /Ms. .... (name & designation of applicant) of the Office of the ..... whose signature is given below is suffering from ..... and, therefore, I consider, that a period of absence from duty from .....to ..... with effect from ..... is absolutely necessary for the restoration of his/her health.

Date:

Place:

Full Signature of  
Authorized Medical Attendant  
Seal & Regn No.

Full Signature of Applicant attested

MEDICAL FITNESS CERTIFICATE

I, Dr. .... do hereby certify that I have carefully examined Dr./Shri /Smt./Ms. .... (name & designation of applicant) of the Office of the ..... whose signature is given below, and find that he/she has recovered from his/her illness and is now fit to resume duties in Government service. I also certify that before arriving at this decision, I have examined the original Medical Sickness Certificate (or certified copies thereof) on which leave was granted or extended and have taken them into consideration in arriving at my decision.

Date:

Place:

Signature of Authorized Medical Attendant  
Date /Seal & Regn No.

Signature of Applicant attested