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རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION



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Terms of Reference

Lump sum payment to civil servant patients who are being referred outside Bhutan for medical treatment.

1. Introduction

Considering welfare as equally important as health and safety for civil servants, the RCSC has initiated the Civil Servants' Welfare Scheme on 15th November, 2015, a program 'of, by and for' civil servants whereby members and their dependents can receive financial assistance in times of need. One of the objectives of this scheme is to provide expanded welfare services, besides admissible grant for death, depending on the fund position. The continuing effort of the RCSC is to introduce new areas of intervention through CSWS to cover emerging exigencies in the civil service.

Therefore, the Commission, during its 104th meeting, decided to provide support to the CSWS members in the event of their being referred outside Bhutan for medical treatment.

2. Objective

Provide financial assistance to the CSWS members in times of medical need.

3. Benefit:

- Nu. 20,000 as a lump sum.
- This financial support shall be a one-time lump sum payment and will cover both active and gratis members.

4. Coverage:

The benefit is only for the CSWS members who are being referred outside Bhutan by the recognized Medical Referral Committee/Board. This scheme is only for the members and shall not cover dependents.

5. Claim procedures

- Claimant submits the duly filled Patient Referral Form (24/7) to the HR Officer along with the Patient Referral Sanction Order for Treatment outside Country from JDWNRH;
- HR Officer verifies the claim;
- HR Officer forward the claim to the RCSC for approval/ regret;



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- RCSC makes the final approval and auto-notify the partner financial institution and the Agency concerned;
- The partner financial institution deposit the admissible grant amount in the claimant's bank account and simultaneously send sms to the claimant;
- The claim shall be closed and deemed complete when the partner financial institution deposits the money (this must be done within one working day from the receipt of the approval from the RCSC) and acknowledge through receipt;
- Claimant may make the claim within 30 days from the date of referral;
- Claim should be routed through the member's working agency/RCSC;
- All claims should be made by either the member or the direct dependents.
- All claims shall be revoked if the patient has not traveled to avail the referral services.

6. Documents required:

6.1 The Claim Form for CSWS Member Patient Referral for Treatment outside the Country (available at the RCSC website).

6.2 The Copy of JDWNRH Patient Referral Sanction Order for Treatment outside Country.



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Form 24/7

**Claim Form for
 CSWS Member Patient Referral for Treatment outside Country**

Date:/...../.....

1. CSWS Member Details

Name of the CSWS Member(Patient):.....
 CID No.....
 Employee ID No.....
 Working Agency.....
 Contact No of the CSWS Member(patient).....
 Date of Referral:.....Hospital Referred to:.....
 Treatment for:.....

2. Payment Details:

Account Holder Name:.....
 Account Number:.....
 Name of the Bank.....
 Branch Name:.....

3. Attach the JDWNRH Patient Referral Sanction Order

4. Undertaking

I, hereby do confirm that the above information is true to the best of my knowledge. In the event that the above declaration is found to be incorrect, I shall be liable for action as per the law of the land.



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Legal Stamp

(Signature of the Claimant)

Name:
Place:
Date:

5. Verification by the HR Officer

Signature.....
Name:.....
Agency.....
Date:.....
Official Seal.....

**Forward the copy of this form to the RCSC*

6. Received by the RCSC

Signature.....
Name.....
Date.....
Official Seal.....