

Guidelines to Hospitals for execution and registration of New SCA of EHS.

Sub:- Guidelines to Hospitals for Execution and Registration of New Service Contract Agreement of the **Employees Health Scheme** of both the states for the states of the Govt. of Andhra Pradesh and the Govt. of Telangana.

- Ref:** 1. New Service Contract Agreement for EMPLOYEES HEALTH SCHEME of both the states of of A.P and Telangana.
2. G.O Ms. No. 174, HM & FW (M2) Dept., dt. 01.11.2013 of the erstwhile state of composite state of Govt. of A.P, R/w G.O Ms. No.26, HM&FW (M2) Dept. issued under the erstwhile state of Govt. of A.P.
3. Circular No. AST/4998-1/P&C/ EHS-TG/2014, dt.07.11.2014.
4. Circular No. AST/4998-2/P&C/EHS-AP/2014, dt.07.11.2014

The MD/CEO/COO/Suptds. of the Hospitals under the Trust are requested to follow the below mentioned guidelines for Execution and Registration of Service Contract Agreement :

1. Download the hardcopy of SCA available at websites of both the states respectively which is at News & Events - Archives Column.
2. Peruse the document and understand its Clauses, Articles and Terms along with the Scheme Manual and empanelment application submitted by the hospital.
3. The Hospitals is to purchase Rs. 100/- non-judicial stamp paper for its execution. In the event of its non-availability then Franking of the same value may be purchased, from their respective States.
4. Print the first page of SCA on the said stamp paper (s).
5. Fill up the document with particulars e.g., introductory pages, date, Fax, phone, E-Mail address, banking details i.e bank name, branch, IFS Code, Account details, Cancelled Cheque/ first page of pass book (if necessary for the verification of the accounts details) and marking the List of specialities etc). All the pages should be properly signed and stamped. The hospital is to take proper care that all the pages in the SCA are in serial order.
6. Scan all the pages of the filled in Service Contract Agreement to legal department i.e c001@aarogyasri.gov.in and m257@aarogyasri.gov.in for VERIFICATION.
7. After verification, if any remarks are passed by Legal department then the Hospital has to comply the remarks at the earliest, if it is endorsed as completed then the Hospital has to take further steps for registration.

8. Ensure that the Hospital shall not get it register without the verification of the document.
9. Co-ordinate with the respective district co-ordinators for execution of registration of SCA.
10. The MD/CEO/COO/Suptds; of the Hospital or its authorized representative on behalf of Hospital and Concerned District Co-ordinator of the respective districts on behalf of AHCT should sign on all the pages of SCA and get register the relevant pages of the document. The other pages of the SCA till last page forms the integral part of SCA and are the part and parcel of it and includes all its annexures and appendixes.
11. The registration fees of the document shall be borne by the Hospital.
12. The District Co-ordinator receives the registered document from the registration office and will hand over the document to the Trust. The certified copy of the registered SCA has to be retained by the Hospital at its own cost.
13. After re-verification of the registered SCA by the legal/empanelment wings, the hospital will be activated and will be issued Login/Pass word.

Yogeshwar Raj Saxena,
Legal Officer

To,

1. CMA, AHCT
2. JEO (Emp)
3. GM (FOSS)
4. District Co-ordinators of all the districts of two states.
5. MD/ CEO/COO/Prop. of NWHs