

Guidelines to Hospitals for execution, registration and submission of SERVICE CONTRACT AGREEMENT(SCA) of "Aarogyasri" Scheme and other Scheme(s) (related to BPL) under the Trust(AHCT).

Sub:-Guidelines to Hospitals for Execution, Registration and submission of Service Contract Agreement(SCA).
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The MD/ CMD/CEO/COO/Superintendent /Chairman/ Proprietor / Managing Partner / Managing Trustee /Principal / Hospital Administrator or their respective authorized representatives of the Hospital(s) under the Trust are requested to follow the below mentioned Guidelines for Execution, Registration and submission of Service Contract Agreement to the Trust:

1. Download the hardcopy of the present SCA available at the Govt. of Telangana, AHCT website at News & Events/ Archives Column.
2. Peruse the document and understand its Clauses, Articles and Terms along with the Scheme Manual, Eligibility Criteria of Empanelment, Online Empanelment Application, Online/Website procedures and Guidelines of the Trust.
3. The Hospital is to purchase Rs. 100/- stamp paper for its execution or Franking of the same value.
4. Print the first page(s) of SCA on the said stamp paper/Franking.
5. Fill up the document with particulars e.g., introductory pages. proper and full name of the hospital, address of the hospital, designation of the person representing the hospital is to be marked alongwith the name of the designee and date, Fax, phone, E-Mail address, banking details i.e bank name, branch, IFS Code, Account details and marking the List of specialities etc. The required registration details has to be filled at the time of registration.
6. In relation to the above, the hospital has to enclose the following alongwiththe SCA:
 - I. For the SCA of "**Aarogyasri**" -
 - 1) Proper Cancelled Cheque.

(Any other account detail as and when required by the Accounts wing of the Trust is to be furnished by the hospital concerned.)

(In case of changed/modified Specialities, then a letter/proceeding of the EDC permitting the same, is to be furnished, for the Scheme(s) as applicable.)

7. Scan all the properly filled up pages of the Service Contract Agreement to the legal wing i.e c001@aarogyasri.gov.in for its Pre-Registration VERIFICATION. The scanning is to be in readable word document format.
8. After verification, if any remark(s) are stated by the Legal wing then the Hospital has to rectify the remarks at the earliest, if it is endorsed as completed then the Hospital has to take further steps for registration.

9. Ensure that the Hospital shall not get it register without the verification of the document.
10. Co-ordinate with the concerned wings of the Trust for SCA verification, registration and submitting the same.
11. The MD/CEO/COO /Superintendent / Chairperson/ Proprietor / Managing Partner / Managing Trustee /Principal / Hospital Administrator or their respective authorized representatives on behalf of Hospital and the officer nominated by the Trust on behalf of AHCT should sign and stamp/seal on all the pages of SCA and get register the relevant pages of the document. The other pages of the SCA till its last page forms the integral part of SCA and are the part and parcel of it which includes all its appendices.
12. The registration fees of the document shall be borne by the Hospital concerned.
13. The certified copy of the registered SCA has to be retained by the Hospital at its own cost.
14. All the pages should be properly signed and stamped. The hospital is to take proper care that all the pages in the regd. SCA are in serial order, legible and in neat print. Further, the hospital shall ensure while submitting the hard copies of the SCA with the Trust that it shall be in **Spiral Binding** form alongwith its required enclosures.
15. The hard copy of the Regd. SCA should be accompanied by a "cancelled cheque" for "Aarogyasri" These should match with the details as mentioned in the SCA.
(The hospital while submitting the hard copy of the regd. SCA to the Trust shall produce the copy of the first page of the SCA for obtaining the acknowledgement thereon.)
16. After furnishing the hard copy of the regd. SCA to the Trust, the hospital has to attach the Service Contract Agreement consisting of **regd. Pages** (11 or may be more) (front and back pages) of the SCA in the specified column of the Online application (web portal of the Trust). Further within the above pages of attachment, the hospital/establishment has to enclose the **list of Empanelled Specialities** and the **Accounts details** pages of the SCA.
(The hospital may contact the Empanelment wing/PMU wing of the Trust for any clarification in this regard.)
17. Lastly, the received verified hard copy of the regd. SCA will be sent finally to the Empanelment Wing of the Trust and the attached SCA in the Online application (web portal of the Trust) is processed for the Online Verification in order to get issue and activate the Login/Pass word to the hospital by the Trust, which is subject to the Approval by the Chief Executive Officer (CEO) of the Trust (AHCT).

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