

Misc.6024/2007/CGHS(HQ)/CGHS(P)  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare

Nirman Bhawan, New Delhi  
Dated the 17<sup>th</sup> December, 2007

**Subject**      **Issue of Individual Plastic Cards to each CGHS Beneficiary-**

**OFFICE MEMORANDUM**

The undersigned is directed to state that the process of computerisation of the functioning of all CGHS dispensaries and administrative offices of CGHS in Delhi is nearing completion. It has now been decided to issue individual identity cards to each CGHS beneficiary of Delhi for convenience. All CGHS beneficiaries in Delhi are ( including existing Card Holders), therefore, requested to fill up the enclosed application form and submit the same to the Chief Medical Officer-in-charge along with ID (Stamp) sized photos (2 x 3 cm.) of all eligible family members and proof of address.

2. The last date for submission of completed application forms (for existing) is 20<sup>th</sup> January, 2008.

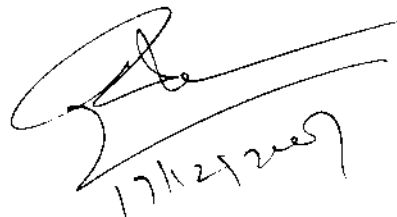
3. The Application Form and the Notice have already been put on the website of Ministry of Health & Family Welfare, [www.mohfw.nic.in/cghs.htm](http://www.mohfw.nic.in/cghs.htm), and was also advertised in Newspapers. The form can be downloaded / copied.

**4. In partial modification of guidelines issued, it is now clarified that :**

(1) Applications shall be submitted at Dispensary in respect of Pensioners as well as Serving Employees (after due verification by concerned Ministry/Department/ Office). Two Drop Boxes { Card Board Cartons } shall be placed separately for Pensioners and Serving Employees.

(2) In respect of pensioners who are applying for New CGHS Cards for the first time the data will be entered at CGHS (HQ), at Bikaner House, Shahjahan Road, New Delhi, and a temporary (printout) card will be issued. The temporary Card shall be valid till a Plastic Card is issued.

(3) For serving employees, Ministries / Departments will continue to issue CGHS cards as hithertofore and have the form for issue of plastic verified and forwarded to the dispensary concerned.



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(4) For purposes of identity / residential proof, of serving employees, the certificate issued by a Gazetted Officer sponsoring the beneficiaries name for the issue of the plastic card shall be accepted as proof.

(5) In case of pensioner beneficiaries, certificate issued by Residents' Welfare Association or by a Gazetted officer shall be accepted for proof of residence in case they do not have any other documents to verify the residential status of the beneficiary.

(6) In case of serving employees of Autonomous bodies covered under CGHS, Delhi, concerned organization shall certify that the required CGHS contribution has been deposited with CGHS (HQ).


(7) Pensioners of Autonomous bodies, who are presently covered by the CGHS, shall submit the Draft for renewal from time to time and validity of card shall be renewed from time to time in CGHS Data base at dispensary.

(8) Plastic card issued shall be valid for a maximum period of 5 (Five) years; the actual validity of CGHS Card for availing services shall be as per records available in CGHS Data base.

(9) List of Autonomous Bodies covered under CGHS is available in the website of the CGHS.

(10) In case of any dispute, the data available on CGHS Data base shall be treated as final. An agency appointed by NICSI shall collect these applications and deliver the plastic cards at the dispensaries along with printed list in due course of time. The existing CGHS Cards shall however (subject to validity) remain valid till issue of new cards.

(11) If there are any inadvertent mistakes on the Identity Card, the agency will bear the cost of correction in the event of an error in entering the data by them. However, the beneficiary shall have to bear the cost in case of providing wrong information by them. The beneficiaries are, therefore, advised to be careful while filling up the form.

  
17/12/20  
(R. Ravi)

Deputy Secretary to Government of India  
[Tel: 2306 3483]

1. All Ministries / Departments of Government of India
2. Director, CGHS, Nirman Bhawan, New Delhi
3. All Pay & Accounts Officers under CGHS
4. Additional Directors / Joint Directors of all CGHS Cities
5. JD(Gr.) / JD(R&H) / JD (Computers), CGHS, Delhi

6. CGHS Desk-I / Desk-II / CGHS-I / CGHS-II, Directorate General of Health Services , Nirman Bhawan, New Delhi
7. Estt. I / Estt. II / Estt. III / Estt. IV Sections, Ministry of Health & Family Welfare
8. Admn. I / Admn. II Sections of Directorate General Health Services
9. M. S. Section, Ministry of Health & Family Welfare
10. Rajya Sabha / Lok Sabha Secretariat
11. Registrar, Supreme Court of India / Delhi High Court, Sher Shah Road, New Delhi
12. U.P.S.C.
13. Finance Division, Ministry of Health & Family Welfare
14. Deputy Secretary (Civil Service News), Department of Personnel & Training, 5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi
15. PPS to Secretary (H&FW), Min. of Health & Family Welfare
16. PPS to DGHS / AS&FA / AS(DG) / AS & DG, NACO
17. Swamy Publishers (P) Ltd., P. B. No.2468, R. A. Puram, Chennai 600028.
18. Swamy Publishers (P) Ltd., 4855, 24, Ansari Road, Near Sanjeevan Hospital, Daryaganj, New Delhi 110002.
19. M/s Bahri Brothers, 742 Lajpat Rai Market, Delhi 110 006
20. Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi 110001.
21. All staff side members of National Council (JCM).
22. Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.
23. All Officers / Sections / Desks in the Ministry.
24. Office order folder
25. Guard file



16. Are all the persons whose names are given above are dependant upon you and are residing with you? Yes / No

{Please attach proof of their staying with you , like copy of Ration Card / Election ID / Pass Port / Identity Card issued by College / School / University / Bank Pass Book , etc., }

17. Paste one ID Card size of Photograph of each member of Family (including self) whose names are proposed to be included as part of your family in the space given below.

S.No .....	S.No. ....	S.No.....	S.No.....	S.No.....
S.No .....	S.No. ....	S.No.....	S.No.....	S.No.....

I Undertake to intimate to CGHS immediately if there is any change in dependency criteria of my family members included in this application form. If I fail to intimate and if the CGHS comes to know of the change then the CGHS facility is liable to be withdrawn by the CGHS and the CGHS and / or appropriate authority will be free to initiate any action against me.

I Undertake to surrender the CGHS Card(s) on my leaving the Ministry / Office on transfer; retirement; termination. Resignation; or on ceasing to be eligible for CGHS benefits.

I certify that the Information furnished by me in this application has been verified to be correct and that no information has been concealed or has been misrepresented and I stand by the same.

- Encl. Proof of Residence / Stay of dependents**
- Proof of age of son/ Disability certificate**
- Surrender Certificate of CGHS Card while in service**
- Attested copies of PPO & Lasr Pay Certificate**

Signature of Applicant.

**(TO BE FILLED BY THE SPONSORING AUTHORITY)**

The information furnished by the applicant has been verified and found to be correct. It is recommend that a CGHS Card be issued to Shri /Smt. /Kumari ....., Designation ..... In this Ministry / Department / Organization. Instructions are issued to the concerned Division to start deducting CGHS Subscriptions every month from the salary of the applicant / CGHS Subscriptions are deducted every month from the salary of the applicant. I am authorized sponsoring authority for the issue of CGHS Card and approval of the Competent authority has been obtained.

No.  
Date

Signature & Name of  
the Sponsoring Authority

Designation (Stamp ) with Tel. Number

Verified – by Authorized Signatory, CGHS(HQ)  
Signature with Stamp ( for CGHS pensioners making card First Time)

To  
Chief Medical Officer i/c , CGHS Dispensary No.

## INSTRUCTIONS

### Definition of Family:

- (1) Husband / Wife\* (\* First wife only)
- (2) Dependant Parents / Step Mother ( in case of adoption , only adoptive & not real parents)
- (3) If adoptive father has more than one wife , the first wife only.
- (4) A female employee has a choice to include either her dependent parents or her dependent parents – in law ; option exercise can be changed only once during service .
- (5) **Children** including legally adopted children , step children and children taken as wards subject to the following conditions:

(i)	Son	Till he starts earning or attains the age of 25 years , whichever is earlier.
(ii)	Daughter	Till she starts earning or gets married, irrespective of the age limit , whichever may be earlier.
(iii)	Son Suffering from any permanent disability of any kind (physical or mental ) as defined below	Irrespective of age limit.
(iv)	Dependent divorced / abandoned or separated from their husband / widowed daughters and dependent unmarried / divorced abandoned or separated from their husband / widowed sisters	Irrespective of age limit.
(v)	Dependent Minor brother(s )	Upto the age of becoming a major.

For the purpose of availing CGHS facility for a disabled sons above 25 years , please attach a copy of n the certificate of disability issued by the competent authority.

'Disability' will be AS DEFINED IN SECTION 2(1) OF 'THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS AND FULL PARTICIPATION ) ACT ,1995 (NO: 1 OF 1996 ) WHICH IS REPRODUCED BELOW:

- "(1) "DISABILITY" MEANS
- (I) BLINDNESS
  - (II) LOW VISION
  - (III) LEPROCY CURED
  - (IV) HEARING IMPAIRMENT
  - (V) LOCOMOTOTR DISABILITY
  - (VI) MENTAL RETARDATION
  - (VII) MENTAL ILLNESS "
  - (VIII)

### Dependency:

**Members of family (other than spouse) whose income is less than Rs.1500/- per month are treated as dependents and are normally residing with CGHS beneficiary.**

### The Following Documents are to be enclosed:

- (I) **Proof of Residence / Stay of dependents** —{ copy of Ration Card / Election ID / Pass Port / Identity Card issued by College / School / University / Bank Pass Book , etc.,}
- (II) **Proof of age of son -**
- (III) **Attested Copy of Disability certificate issued by Competent Authority( in case of dependent son aged 25 and above )**

For Pensioners applying for CGHS card for the First time the following Additional Documents are required:

- (IV) **Surrender Certificate of CGHS Card while in service.**
- (V) **Attested copies of PPO & Last Pay Certificate**

Contribution by Pensioners should be made by Bank Draft ( Scheduled Banks ) payable in Delhi in favour of "Pay & Accounts Officer CGHS , New Delhi".