



केंद्रीय विद्यालय संगठन/ Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र/ 18, Institutional Area
शहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg
नई दिल्ली-16/ New Delhi - 16

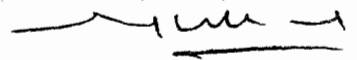
F.No.110239/51/Cir./2014/KVS (Budget) / 378

Dated: .07.2014

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. Frequently asked questions regarding CS(MA)Rules & CGHS
2. G.I.,Dept. of Per. & Trg.,O.M.No.A-27012/1/2014-Estt.(Allowance),dated 28-4-2014 for clarification on increase in certain allowances by further 25% as a result of enhancement of Dearness Allowance with effect from 1-1-2014.
3. G.I.,Dept. of Per. & Trg., O.M.No.14/1/2009-welfare, dated 3-4-2014 regarding Local purchase of stationery and other articles from Kendriya Bhandar,NCCF and other Multi-state Co-operative Societies having majority shareholding by the Central Government.
4. G.I.,M.H. & F.W.,O.M.No.Misc.1002/2006/CGHS(R&H)/CGHS(P), dated 29-4-2014 regarding revision of ceiling Rates for various Coronary Stents/Angioplasty and Angioplasty with Balloon for CGHS/CS(MA)beneficiaries.
5. G.I.,M.F.,O.M.No.24(18)/E.Co-ord./2013,dated 24.4.2014 regarding extension of the benefits related to Retention of Telephone Facility at the Last station of Posting to Civilian Employees posted in Ladakh region of the state of Jammu & Kashmir – Implementation of the recommendations of the Sixth Central Pay Commission.
6. G.I.M.F.,O.M.No.1(3)/2008-E.II(B), dated 22-4-2014 regarding rates of Dearness Allowance applicable with effect from 1-1-2014 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised scale as per Fifth Central Pay Commission.
7. G.I.,M.F.,O.M.No.CPAO/Tech/Simplification/2014-15/19, dated 4-4-2014 regarding particulars to be obtained by Head of Office from the retiring Government servant eight months before the date of his retirement.
8. G.I., Dept. of Pen. & P.W., O.M.No.4/25/2008-P&PW (D), dated 2-5-2014 regarding grant of fixed Medical Allowance to Family Pensioners – date of eligibility.
9. G.I., Dept. of Pen. & P.W., O.M.No.1/27/2011-P&PW (E), dated 7-5-2014 regarding simplification of pension procedure – submission of undertaking by retiring Government servant along with pension papers.
10. G.I., M.H. & F.W., O.M. No.S.11011/9/2012-CGHS (P), dated 5th June, 2014 regarding revision of Medical Reimbursement Claim (MRC) Form for CGHS beneficiaries.
11. G.I., M.H.& F.W.,O.M.No.S11011/09/2014-CGHS(HEC)/CGHS(P), dated 20th June,2014 regarding issue of medicines to CGHS beneficiaries at the time of discharge from empanelled private hospitals.

Copies of the aforesaid orders may now be got downloaded from the KVS Website for office record.



(S.Muthusivam) 87714

Asstt. Commissioner (Fin.)

Tel.No. 011-26523070

Distribution:

1. The Deputy Commissioner, KVS, all ROs.
2. The Finance Officer, KVS, all ROs.
3. All Officers/Section at KVS (HQ.).
4. Principal, KV, Kathmandu, Moscow/Tehran.
5. The General Secretary, All Recognized Associations.
6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Deputy Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
8. RTI Cell KVS (HQ.)
9. Guard file.

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FREQUENTLY ASKED QUESTIONS WITH ANSWERS ABOUT CS (MA) RULES

Sl. No.	Frequently Asked Questions	Answer
1.	Who are covered by CS (MA) Rules?	They shall apply to all Government servants other than (i) those in railway service and (ii) those of non-Gazetted rank stationed in or passing through Calcutta, whose conditions of service are prescribed by Rules made or demand to be made by the Central Government, when they are on duty, leave or Foreign Service in India or while under suspension.
2.	Who is an AMA?	Authorized Medical Attendant (AMA) is a Medical Officer in the employment of Central Government or Private Medical Practitioner appointed / nominated by the Ministry / Department for providing medical attendance to its employees.
3.	What is the Reimbursement in case of treatment taken under emergency at private hospital?	CS (MA) beneficiaries are being reimbursed as per the prevailing non-NABH CGHS rates as applicable to a CGHS covered city and non-NABH rates applicable to the nearest CGHS covered city in case of non-CGHS city, as the case may be, or the actuals, whichever is less, for treatment undertaken at private hospitals under emergent condition.
4.	What are the hospitals in which CS (MA) beneficiaries are entitled for treatment under normal conditions?	CS (MA) beneficiaries and their dependent family members can get treatment from any of the Central Government hospitals / States Government hospitals / private hospitals and diagnostic centers recognized under CGHS / CS (MA) Rules as per provisions.
5.	Can a Central Government Employee get reimbursement if treatment is undertaken abroad?	Treatment abroad is considered under CS (MA) Rules, 1944, on receipt of application in the prescribed format through the employee's Ministry / Department. However, approval depends on the opinion of the Standing Committee constituted under these rules.

FREQUENTLY ASKED QUESTIONS WITH ANSWERS ABOUT CGHS

1. Who are entitled for CGHS facilities?
- (a) All Central Government employees and their dependent family members residing in CGHS covered areas.
- (b) Central Government Pensioners and their eligible family members getting pension from Central Civil Estimates.
- (c) Sitting and Ex-Members of Parliament.
- (d) Ex-Governors and Lt.-Governors.
- (e) Freedom Fighters.
- (f) Ex-Vice Presidents.
- (g) Sitting and Ex-Judges of Supreme Court and High Courts.
- (h) Employees and pensioners of certain autonomous organizations in Delhi
- (i) Journalists (in Delhi) Accredited with PIB (for OPD & at RML Hospital).
- (j) Delhi Police Personnel in Delhi only.
- (k) Railway Board employees
2. In how many cities CGHS is presently operative?
- CGHS facilities are available in 25 cities in India.
1. Ahmedabad 2. Allahabad 3. Bengaluru
4. Bhopal 5. Bhubaneshwar 6. Kolkata
7. Chandigarh 8. Chennai 9. Dehradun
10. Delhi and NCR 11. Guwahati
12. Hyderabad 13. Jabalpur, 14. Jaipur
15. Jammu 16. Kanpur 17. Lucknow
18. Meerut 19. Mumbai 20. Nagpur
21. Patna 22. Pune 23. Ranchi 24. Shillong
25. Thiruvananthapuram.
3. For CGHS cards, as dependant, what is the meaning of the word "family"?
- The term 'family' means and includes:—
- (a) "Husband or wife, as the case may be and other dependant family members.
- (b) Dependant Family Members:
parents, sisters, widowed sisters, widowed daughters, minor brothers and minor sister, children and step-children wholly dependent upon the Government Servant and are normally residing with the Government Servant".
- Also now included, dependent divorced / separated daughters (including their dependent minor children) and stepmother.
- (c) The term dependency means that income from all sources including pensions and pension equivalent of DCRG benefit is less than ₹ 3,500 plus amount of DA on basic pension of ₹ 3,500 per month.

Sl. No.	Frequently Asked Questions	Answer
		(d) However, there is no such clause as dependency in respect of spouse.
4.	What is the procedure to register with the CGHS?	<p>(a) <u>Pensioners:</u></p> <p>(b) One can get a CGHS card made from the office of AD / JD of the City.</p> <p>(c) Forms can be downloaded from CGHS Website or can be taken from office of AD / JD of city.</p> <p>(d) <u>Documents required—</u></p> <p>(i) Application in prescribed format.</p> <p>(ii) Proof of Residence.</p> <p>(iii) Proof of Stay of dependants.</p> <p>(iv) Proof of age of son.</p> <p>(v) Disability certificate, if any, in case of sons aged 25 and above, who would otherwise cease to be a beneficiary.</p> <p>(vi) Photos of eligible family members.</p> <p>(vii) Surrender Certificate of CGHS Card while in service (only in those cases where CGHS Card was issued while in service).</p> <p>(viii) Attested copies of PPO and Last Pay Certificate.</p> <p>(ix) Draft for required amount towards CGHS contribution – in the name of 'P.A.O., CGHS New Delhi' in Delhi-and in the name of 'AD, CGHS of the city'.</p> <p>(x) In case PPO is not ready for any reason there is option to get a provisional card on the basis of Last Pay Certificate.</p> <p>(xi) The data is entered through computers and entered in data base and a printout is issued same day for immediate use. Plastic cards are subsequently sent to</p>

Sl. No.	Frequently Asked Questions	Answer
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the residence of the card holder by post.

(e) Serving employees:— Serving employees submit the forms in prescribed format enclosing photos of eligible family members and submit to the Ministry / Department / Office, where he / she is employed. The application form shall be forwarded by the Ministry / Office / Department to the office of Addl. Director, CGHS of city for preparation of card. Print-out is issued for immediate use.

5. Are CGHS facilities free of cost?

For serving employees residing in CGHS covered area, obtaining CGHS card is compulsory. Deduction from salary is made by the department, every month, depending upon their pay.

Grade Pay	with effect from 1 st June 2009 Contribution ₹
1. Up to ₹ 1,650	50
2. ₹ 1,800, ₹ 1,900, ₹ 2,000, ₹ 2,400, ₹ 2,800	125
3. ₹ 4,200	225
4. ₹ 4,600, ₹ 4,800]	325
5. ₹ 5,400, ₹ 6,600]	
6. ₹ 7,600 and above	500

Pensioners who want to avail CGHS facilities can make contribution either on yearly basis or one time (ten years) contribution for whole life validity.

Payment can be made by Demand Draft in favour of "P.A.O. CGHS Delhi" if in Delhi or "Additional Director of the CGHS City".

Sl. No.	Frequently Asked Questions	Answer
		Contribution in respect of Pensioners are calculated on the basis of grade pay they are entitled had they been in service, but for superannuation.
6.	What is the system for the services of specialists in Dispensaries?	Prior registration is required for appointment with the CGHS Wellness Centre, where specialist services are available. However, in case of emergency, contact CMO i/c of dispensary of Wellness Centre for consulting specialist without prior appointment.
7.	Is there any interactive mechanism at dispensary level?	At the Wellness Centre 'Local Advisory Committees' are formed. CMO i/c holds a meeting with Local Advisory committee members to discuss local dispensary related issues.
8.	How long does it take to get the CGHS Cards?	Normally computerized printout of index card is issued on the same day. Plastic cards are sent to the residence in '3' weeks time.
9.	Whom should I approach in case the CGHS Card is not issued to me in the prescribed time?	Contact Joint Director (HQ), CGHS, Bikaner House, New Delhi in case of Delhi and Additional Director of City in case of other cities.
10.	What should I do if I lose my CGHS Cards ?	Application is to be submitted to AD/ JD along with two photographs and a IPO for ₹ 50 for issue of duplicate card. Indian Postal Order payable to " P.A.O. CGHS Delhi" if in Delhi or " Additional Director of the CGHS City " in respect of other cities.
11.	What should I do if the details on the Card viz. name, date of birth, entitlement, etc. are wrong?	Kindly bring the anomalies to the notice of Joint Director, CGHS (HQ), and Bikaner House in Delhi and to the Addl. Director, Joint Director of concerned CGHS City in other cities.
12.	Is there a colour scheme for plastic cards? What are the details?	CGHS Plastic cards have the following colours at the top:— (i) Serving Government employees — Blue

Sl. No.	Frequently Asked Questions	Answer
		<p>(ii) Pensioners, ex-MPs, Freedom Fighters, etc. — Green.</p> <p>(iii) Member of Parliament — Red.</p> <p>(iv) Beneficiaries of Autonomous Bodies / Journalist — Yellow.</p>
13.	I retired in 1998 from Central Govt. but, I never had a CGHS card. Can I get a card now?	Pensioners can apply for CGHS card with relevant documents. However, the subscriptions as applicable at current rates shall have to be paid.
14.	My husband / wife is also employed under Central Government and is eligible for a separate CGHS Card. Is it necessary that separate cards are to be obtained?	No. Spouse drawing higher pay shall have the card and other spouse is eligible to avail CGHS benefits as a member.
15.	My husband / wife retired in 2002. He / she was paying CGHS subscription every year. After his death can I get Card on my name? Do have I to pay extra? Shall I get Life Time Valid card?	<p>Yes, the ownership of card can be transferred in the name of spouse on submission of required documents. Addl. Director of concerned city shall transfer the ownership of Card in the computer Data base and same CGHS plastic cards with same Beneficiary ID can be used.</p> <p>(a) No extra payment to be made, in case of life time cards.</p> <p>(b) However in other cases one has to pay 10 years subscription for life time card.</p> <p>For example, if the spouse had contributed for seven years before he expired, balance payment for the remaining three years is to be paid for a life time card.</p> <p>(c) <i>Documents required</i>: Application in prescribed format.</p> <p>Proof of Family Pension with its break up from Bank.</p> <p>Prescribed contribution if, card is not for life time.</p>

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16.	How to transfer CGHS card from one WC to other in the same city?	<p>(d) If there is any change in residential address, CMO i/c may be approached with proof of residence for transferring the data from one Wellness Centre to another in the same city.</p> <p>CMO i/c of the new Wellness Centre will accept the data of transferred card.</p> <p>(e) In respect of serving employees the request is to be forwarded by his/her office / department.</p>
17.	I am CGHS beneficiary at Kanpur. Visiting Mumbai for 6 months. Can I get CGHS facilities at Mumbai. Can same card of Kanpur continue or a separate card to be made. From where to get permission for the same?	Subsequent to computerization, no separate permission is required and CGHS card is valid for availing facilities from any CGHS Wellness Centre in India. For any assistance, Addl. Director of the city may be contacted.
18.	Who is competent to delete name of sons who have crossed age of 25 years?	CMO i/c of Wellness Centre is competent to delete the name of son aged 25 years and above. Computer system does not allow sons aged 25 and above to avail medical facilities.
19.	After retirement in 2007 I got a Lifetime Pensioner CGHS card made in Delhi. Now I am shifting to Dehradun. Can I use the same card. Do I pay again?	Pensioners shifting from one CGHS covered city to another, will have to apply to the Addl. Director of concerned city for transfer of card. The card shall be transferred online and a receipt will be issued to the beneficiary, on the basis of which, Additional Director of new city (say Dehradun) shall receive the data. Same Plastic cards and same Ben ID will be valid. No contribution is required to be paid in respect of pensioner beneficiaries holding lifetime cards.
20.	I live in Gurgaon, but my office is in Saket. Can I avail facilities from both the places because it is convenient for me?	Yes. Subsequent to computerization, CGHS facilities can be availed from any Wellness Centre in India.

Sl. No.	Frequently Asked Questions	Answer
21.	Is there any age limit for sons / daughters as dependant in CGHS Card ?	<p>(f) Son is eligible till he starts earning or attains the age of 25 years or gets married, whichever is earlier.</p> <p>(g) However, in case the son is suffering from any permanent disability of any kind (physical or mental), he is eligible for CGHS benefits even after 25 years.</p> <p>(h) Disability means blindness, low vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation, mental illness. A disability certificate from Medical Board is required.</p> <p>(i) Daughter is eligible till she starts earning, or gets married, whichever is earlier (irrespective of age).</p>
22.	Are stepchildren allowed CGHS facilities?	Yes. If they are dependent on card holder: other conditions as in case of dependent sons and daughters.
23.	Can dependent in-laws be included under family members for CGHS facilities?	<p>A lady Government servant will be given a choice to include either her parents or parents-in-law for the purpose of availing the benefits under CGHS subject to the condition of dependence and residence, etc., being satisfied.</p> <p>Such option is not available for male Government servants.</p>
24.	Me and my wife are both Central Government employees and have dependant brothers / sisters and parents. Can we make separate cards and include family members?	Yes. Both Government employees have the option to make CGHS Contribution and obtain two separate CGHS cards and the names of the eligible dependant family members can be included on their respective cards.

Sl. No.	Frequently Asked Questions	Answer
		Your wife can include the names of her parents/ brothers / sisters and such other eligible dependants in her card, subject to the condition of dependence and residence, etc., being satisfied.
25. Can the CMO or the pharmacist give a different brand than the one prescribed by the specialist?		Medicines are issued at CGHS Wellness Centres by the same brand, if available or by generic name or by any available brand name of equal therapeutic value.
26. What is the procedure for getting life saving drugs?		In Delhi — through CGHS Medical Store Depot, Gole Market. The documents required are:— <ul style="list-style-type: none"><li data-bbox="1003 810 1463 909">(i) Prescription of specialist of Government Hospital or CGHS approved private Hospital.<li data-bbox="993 916 1463 981">(ii) Photocopy of his / her token card / plastic card.<li data-bbox="984 987 1463 1086">(iii) Copy of permission if his prescription is from CGHS approved private Hospital.<li data-bbox="984 1093 1463 1158">(iv) Utilization certificate in original during subsequent visit.<li data-bbox="993 1164 1463 1229">(v) Indent is also placed online through CGHS Wellness centre.<li data-bbox="984 1236 1463 1335">(vi) In other cities request is to be submitted to the Additional Director of City.
27. What should I do if the Wellness Centre / Dispensary does not give all the medicines?		Contact CMO i/c of the concerned Wellness Centre or Addl. Director, CGHS of concerned city or Director, CGHS.
28. How long does it take to get the medicines ?		Medicines available in the dispensary are issued immediately. If any medicine is not available and is to be indented through Authorized Local Chemist, the same are issued on the next day.

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29.	Are the prescriptions of specialists of empanelled hospitals binding on the dispensary ?	Medicines are issued on the basis of prescriptions of Government doctors. However, in permitted cases, medicines are issued on the basis of prescriptions of empanelled hospitals and medicines will be issued as per the available brand / generic names.
30.	What is the maximum period for which medicines can be given in one go ?	<p>(i) For treatment of Chronic illnesses medicines up to '3' months are issued in one go, provided there is a valid prescription.</p> <p>(ii) In case of a beneficiary visiting a foreign country, medicines up to '6' months are issued in respect of chronic illnesses, based on valid prescription and documentary support of visit to a foreign country.</p> <p>Beneficiary is required to submit an application for obtaining permission from AD/JD along with the following documents:</p> <p>Copy of valid CGHS card / token card. Valid prescription for six months counter signed by HOD of Speciality of Government Hospital, Proof of station leaving like ticket, visa, etc.</p>
31.	If some medicines like antibiotics are urgently required and are not available at CGHS Wellness Centre what can be done?	In case some medicines are not available and are urgently required for treatment , there is provision for issue of authority form by CMO i/c for collection of medicines, for a few days like 3-5 days, directly from authorized local chemists.
32.	How to get a drug if same is not available in WC and also not supplied by Chemist (ALC)?	Beneficiary, after authorization by CMO i/c. can purchase such drugs from open market and claim reimbursement from ALC.
33.	What should beneficiary do, if he / she notices some deterioration in the quality of drugs?	He /she should return the medicine to WC & get replacement. Samples can be sent for testing through CMO i/c.

Sl. No.	Frequently Asked Questions	Answer
34.	My father is a cancer patient and after operation is bed-ridden. Doctors have advised Protein powder. Can I get from CGHS?	Dietary supplements are not permissible under CGHS.
35.	Is Penfill Injection provided under CGHS?	Insulin pen is not supplied under CGHS. But, Insulin pen cartridges are supplied under CGHS.
36.	What do I do if I am unwell at odd hours, say late in the night?	CGHS beneficiaries have the option to go to any of the 24 hr. functional dispensaries in Delhi, a nearby Government hospital / empanelled private hospital or even any private hospital, in case of emergency.
37.	Whom should I contact if the doctors are not present in the Wellness Centre / Dispensary?	Contact CMO i/c of the concerned Wellness Centre or Additional Director, CGHS of concerned city or Director, CGHS.
38.	In emergency who are all entitled to get treatment at Pvt. Empanelled Hospital?	Any beneficiary holding a Valid CGHS card.
39.	What should I do in case of emergency?	CGHS beneficiaries have the option to go to any of the 24 hour functional dispensaries in Delhi, a nearby Government hospital / empanelled private hospital or even any private hospital.
40.	What are the papers to be submitted for any investigation by an empanelled diagnostic centre?	(i) Original or self attested copy of prescription of CGHS Doctor / Government specialist. (ii) Copy of CGHS Card of the patient and main card holder (head of family).
41.	What are the criteria for Entitlement of Treatment endorsed on CGHS Card like General ward / Semi-Pvt. ward or Pvt. Ward in CGHS Empanelled Hospitals?	Endorsement of entitlement for general/ semi-private / private ward facility is done according to their basic pay / basic pension as under :— Up to ₹ 13,950 per month - Entitlement : General Ward

Sl. No.	Frequently Asked Questions	Answer
		₹ 13,960 to 19,530 per month - Entitlement: Semi-private Ward ₹ 19,540 and above - per month - Entitlement : Private Ward
42.	Which are the categories eligible for cashless treatment?	Hospitals shall provide credit facility to the following categories of CGHS beneficiaries (including dependent family members, whose names are entered on CGHS Card):— Members of Parliament; Pensioners of Central Government drawing pension from central estimates; Former Vice-Presidents, Former Governors and Former Prime Ministers; Ex-Members of Parliament; Freedom Fighters; serving employees of Ministry of Health and Family Welfare (including attached / subordinate offices under the Ministry of Health and Family Welfare).
43.	What should I do if the empanelled hospital refuses to entertain or give a step-motherly treatment?	Contact CMO i/c of the concerned Wellness Centre or Addl. Director, CGHS of concerned city or the nodal officer for grievances.
44.	I am a serving employee of an autonomous body, holding CGHS card. Who will give me permission for treatment on the recommendation of Government specialist?	Permission for specific treatment procedure as advised by a Government Specialist at private empanelled hospitals shall be granted by the Head of Autonomous body in respect of serving employees as well as pensioners of Autonomous bodies covered under CGHS.
45.	What is the time within which my medical claim is to be reimbursed?	If all documentation is complete, medical claims of pensioners are cleared in 45 days.
46.	What can I do if my claim is unnecessarily delayed?	Pensioner beneficiaries can contact the Additional Directors of concerned city / zone on any Wednesday between 11 A.M. and 1 P.M.

Sl. No.	Frequently Asked Questions	Answer
47.	I am a CGHS Pensioner. My wife was admitted in pvt. hospital in an emergency state. How to get reimbursement of money spent on her treatment?	<p>Apply to CMO i/c of WC with :</p> <p>MRC forms duly filled in as per Check list</p> <p>Copy of Discharge summary</p> <p>Hospital bills with break-up</p> <p>Receipts in original</p> <p>Copy of the valid CGHS Card</p> <p>Copies of other documents issued by hospital</p> <p>MRC forms are available with CMO i/c and can also be downloaded from CGHS website http://msotransparent.nic.in/cghsnew/index.asp</p> <p>Serving employee in similar cases shall submit the medical claim to his department.</p>
48.	My original papers having bills, receipts of hospital treatment are lost. Can I claim with duplicate papers?	<p>Yes. With affidavits on Stamp paper. Details of Draft for Affidavit may be seen in the instructions sheet appended to Medical Claim Form available at http://msotransparent.nic.in/cghsnew/index.asp and CMO i/c.</p>
49.	My husband / wife was a CGHS cardholder. He/She was sick and died while in hospital. How do I get MRC?	<p>Apply to CMO i/c of WC with :—</p> <p>(iii) MRC forms duly filled in as per Check-list.</p> <p>(iv) Copy of Death summary.</p> <p>(v) Hospital bills with break-up.</p> <p>(vi) Vouchers in original.</p> <p>(vii) Copy of the valid CGHS Card.</p> <p>(viii) Death Certificate.</p> <p>(ix) Affidavit on Stamp paper of yourself being Legal Heir and NOC from other legal heirs in favour of claimant.</p> <p>(x) Copies of other documents issued by hospital.</p>

Sl. No.	Frequently Asked Questions	Answer
		Draft for affidavit may be seen in the instructions sheet appended to the Medical Claim Form available at CGHS website at http://msotransparent.nic.in/cghsnew/index.asp
50.	I retired in December, 2011. Due to certain reasons I had to go to my native place in Uttranchal and could not make pensioner's CGHS card. In May 2012, I came to Delhi and had heart attack. In emergency, I was treated in pvt. hospital. I got CGHS Card made after discharge but I have been refused reimbursement of the expenditure incurred.	<p>After retirement, three months grace period is given to get CGHS card made.</p> <p>The treatment taken and expenditure incurred thereon within the grace period of three months from the date of retirement will be allowed and expenditure reimbursable subject to the condition that the beneficiary has either obtained or applied for CGHS pensioner card with all documents and requisite CGHS subscription within one month of expiry of the grace period of three months.</p> <p>The expenditure on treatment taken after the grace period of three months from date of retirement will not be reimbursable unless the beneficiary has obtained a valid CGHS card or has applied for CGHS pensioner card with all documents and requisite CGHS subscription prior to taking such treatment.</p>
51.	I went to Hyderabad to visit my son and had fracture of leg bone. I received treatment from a pvt. hospital. Shall I get full reimbursement?	Reimbursement for treatment taken in a private hospital under medical emergency shall be considered as per CGHS rates only.
52.	Is treatment for IVF reimbursable?	IVF treatment is approved under CGHS. The details may be seen as per Office Memorandum Z. 15025/5/2011/CGHS III/CGHS (P), dated 22-11-2011, which can be downloaded from CGHS website at http://msotransparent.nic.in/cghsnew/index.asp
53.	Are ambulance charges reimbursable?	Yes. Ambulance charges are reimbursable within the city, if there is a

Sl. No.	Frequently Asked Questions	Answer
		certificate from treating doctor that conveyance by any other mode would definitely endanger patient's life or would grossly aggravate his/her condition.
54.	I have a Mediclaim Insurance Policy. Due to emergency received treatment in a private hospital, some amount was paid by Insurance Co. Can I get balance from CGHS?	Yes. First bills are submitted to Insurance Company. Duplicate bills with certificate from Insurance Company may be claimed from CGHS by Pensioner CGHS beneficiaries. CGHS shall consider reimbursement at CGHS rates or actual, whichever may be less. However, the total reimbursement from both sources should not exceed actual expenditure. Serving employees shall submit claim to department for reimbursement.
55.	I submitted MRC for ₹ 1 Lac 20 thousand but I was reimbursed only ₹ 45,800. Why total amount was not reimbursed?	Government has no agreement with private hospitals, which are not empanelled under CGHS for charging CGHS rates. However, if treatment is undertaken at private non-empanelled hospitals under emergency, reimbursement will be limited to CGHS rates or actual, whichever may be lower. Since, non empanelled private hospitals often charge at rates different from the CGHS rates there will be difference in the amount reimbursed if the private hospital charges are higher than CGHS rates.
56.	I want to get my Cataract Surgery done at Pvt. empanelled hospital? How can I get it done?	Beneficiaries are required to obtain advice from a Government Specialist / CMO i/c for Cataract surgery. Pensioners can apply to CMO i/c of WC for permission to obtain the treatment at one of the empanelled hospitals of his / her choice. Serving employees to apply to his / her Department / office.
57.	Is it necessary that the Government specialist should write 'referred to	Advice of Government specialist is required only for the specific treatment procedure / investigation to be

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	CGHS empanelled Hospital' for obtaining permission?	undertaken. There is no need to specifically refer to any empanelled hospital / diagnostic lab. It is the choice of beneficiary to undergo treatment / investigations at any of the empanelled hospitals / diagnostic laboratories after obtaining permission from competent authority.
58.	CMO Incharge does not refer me to Pvt. Hospitals on my request?	As per CGHS guidelines there is no provision for OPD referrals to private empanelled hospitals except in satellite towns of NCR.
59.	I am an accredited journalist with CGHS Card. Can I seek treatment in pvt. empanelled Hospitals in emergency and get credit facility?	No. Journalists are entitled only for OPD treatment from dispensaries and treatment from Dr. RML Hospital. Journalists are not entitled for reimbursement for treatment from empanelled hospitals.
60.	What are the facilities available to me if I am a pensioner in a non-CGHS area ?	<p>(xi) Pensioner residing in non-CGHS covered areas have the option to become CGHS beneficiary and avail CGHS facilities from the nearest CGHS covered city.</p> <p>(xii) Pensioners residing in non-CGHS areas have also the option to avail Fixed Medical Allowance of ₹ 300 per month and opt not to avail CGHS facility.</p> <p>(xiii) Pensioners residing in non-CGHS areas have also the option to avail Fixed Medical Allowance of ₹ 300 per month for OPD treatment and obtain CGHS card from nearest CGHS covered city for in-patient facilities under CGHS. No OPD medicines shall be issued in such cases.</p> <p>(xiv) CGHS pensioner beneficiaries (and their dependent and eligible family members) who are holding a valid CGHS Card and residing in</p>

Sl. No.	Frequently Asked Questions	Answer
		<p>a non-CGHS area shall be eligible to obtain in-patient medical treatment and also follow-up treatment from Government Hospitals / CS (MA) / ECHS approved hospitals on proper referral from CGHS dispensary and submit the medical reimbursement claim to the Additional Director / Joint Director of CGHS of city where the CGHS card is registered.</p> <ol style="list-style-type: none"> <li data-bbox="1062 824 1455 1014">1. In case of medical emergency, treatment may be obtained from any hospital and medical claim shall be submitted to AD/JD, CGHS of the concerned city. <li data-bbox="1062 1037 1455 1290">2. Reimbursement shall be limited to the CGHS rates of the city where the card is registered and as per the ceiling rates and ward entitlements or as per actuals, whichever may be less.
61.	<p>I am a serving employee residing in a place close to a city covered under CGHS. Can I get CGHS card issued from the nearest CGHS city?</p>	<p>There is no provision to avail CGHS facilities in respect of serving government employees residing in non-CGHS covered areas. They are covered under CS (MA) Rules 1944.</p>
62.	<p>I have retired from Delhi. Now I want to settle in a city where no CGHS facility is available. How to cover my family for medical care?</p>	<p>Pensioners are eligible for CGHS facilities and can obtain CGHS card from the nearest CGHS covered city.</p>

(18)

G.I., Dept. of Per. & Trg., O.M.No.A-27012/1/2014-Estt.(allowance),
dated 28-4-2014

**Clarification on increase in certain allowances by further 25%
as a result of enhancement of Dearness Allowance
with effect from 1-1-2014**

The undersigned is directed to refer to this Department's O.M.No.12011/03/2008-Estt. (Allowance), dated the 2-9-2008. This provides that the limits of Children Education Allowance would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. Reference are being received from various quarters with regard to the amount of Children Education Allowance admissible consequent upon enhancement of Dearness Allowance payable to Central Government employees @ 100% with effect from 1st January, 2014 announced vide Ministry of Finance, Department of Expenditure O.M. NO. 1/1/2014-E-II (B), dated the 27th March, 2014.

2. In according with the above, the following shall be the revised limits:-

- (a) The annual ceiling limit for reimbursement of Children Education Allowance shall be Rs.18,000 per child. Accordingly, the quarterly claim could be more than Rs.4,500 in one quarter. The Hostel Subsidy shall be Rs.4,500 per month per child;
- (b) The rates of Special Allowance for Child Care to women with disabilities stands revised to Rs.1,500 per month; and
- (c) The annual ceiling for reimbursement of Children Education Allowance for disable children of Government employees shall be treated as revised to Rs.36, 000 per annual per child and the rates of Hostel Subsidy for disabled children of Government employees shall be treated as revised to Rs.9, 000 per child per month.

3. These revision are applicable with effect from 1st January, 2014

4. These revisions shall be subject other terms and conditions mentioned in this Department's O.M NO. 12011/03/2008-Estt. (Allowance) dated 2-9-2008, O.M. NO. 12011/04/2008, dated 11-9-2008 and 12011/07/(i)/2011-Esst. (AL), dated 21-2-2012.

G.I., Dept. of Per. & Trg., O.M.No.14/1/2009-Welfare
dated 3-4-2014

**Local purchase of stationary and other articles from
Kendriya Bhandar, NCCF and other Multi-State Co-operative
Societies having majority shareholding by the Central Government**

Attention of the Ministries / Department is invited to the Department of Personnel and Training's O.M. NO. 14/12/94-Welfare (Vol. II), dated 5-7-2007 on the above subject. It is stated that the validity of the O.M., dated 5-7-2007 beyond 31-3-2013 was extended with the approval of Competent Authority for a period of one year, i.e. up to 31-3-2014 vide O.M.NO. 14/1/2009-Welfare, dated 7-3-2013.

2. The validity of the O.M.NO. 14/12/94-Welfare (Vol. II), dated 5-7-2007 has been further extended with the approval of the Competent Authority for a period of six months with effect from 1-4-2014.

3.This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their I.D NO. 26/2/2013-PPD, dated 3-4-2014.

4. The contents of this Office Memorandum may be brought to the notice of all concerned.

G.I., M.H. & F.W., O.M.NO.Misc.1002/2006/CGSH (R&H)/CGHS (P),
dated 29-4-2014

**Revision of ceiling Rates for various Coronary Stents/Angioplasty and
Angioplasty with Balloon for CGHS/CS (MA) beneficiaries**

With reference to the above mentioned subject, the undersigned is directed to draw attention to the Office Memoranda of even number, dated 7-2-2013, 21-2-2013 and 7-2-2014 and to state that the ceiling rates for reimbursement of drug eluting coronary stents for CGHS beneficiaries / CS (MA) beneficiaries prescribed in the above referred to Office Memoranda are revised with effect from the date of issue of this office memorandum as follows:-

Revised ceiling rates of Drug Eluting Stents: Rs. 23.625 (Inclusive of all taxes). Other terms and conditions shall remain the same.

2. This issue with the approval of the Competent Authority.

G.I., M.F., O.M.NO.24 (18)/E. Co-ord. /2013
dated 24-4-2014

Extension of the benefit related to Retention of Telephone Facility at the Last Station of Posting to Civilian employees posted in Ladakh region of the State of Jammu & Kashmir---Implementation of the recommendations of the Sixth Central Pay Commission

With a view to attracting and retaining competent officers for service in the North Eastern Region (NER), Andaman and Nicobar (A&N) Islands and Lakshadweep group of Islands, consolidated orders relating to Allowances and Special facilities to the Civilian Central Government employees posted in those areas were issued vide this Department's O.M.No.11(2)/97-E.II(B), dated 22-7-1998 as amended from time to time.

2. The Sixth Central Pay Commission had inter alia recommended that all concessions allowed to Government employees in NER be also extended to the Government employees posted in Ladakh. On acceptance of the recommendations of the Sixth Central Pay Commission, the President is now pleased to decide that concession related to **Retention of Telephone Facility at the Last Station of Posting** as per Para.(xi) of this Department's O.M.No.11(2)/97-E-II(B), dated 22-7-1998, as amended from time to time, shall extend to the Civilian Central Government employees posted in Ladakh region of the State of Jammu & Kashmir also.

3. **This Order will take effect from September 1st, 2008.**

4. In respect of persons serving in the Indian Audit and Accounts Department, this Order issue in consultation with Comptroller and Auditor-General of India.

G.I., M.F., O.M.NO.1 (3)/2008-E.II(B), dated 22-4-2014

Rates of Dearness Allowance applicable with effect from 1-1-2014 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised scale as per Fifth Central Pay Commission.

The undersigned is directed to refer to this Department's O.M. of even number dated the 7th October, 2013, revising the rates of Dearness Allowance in respect of employees of Central Government and Central Autonomous Bodies who continue to draw their pay and allowances in the pre-revised scales of pay as per Fifth Central Pay Commission.

2. The rates of Dearness Allowance admissible to the above categories of employees of Central Government and Central Autonomous Bodies shall be enhanced from the existing rate of 183% to 200% with effect from 1-1-2014. All other conditions as laid down in the O.M. of even number, dated the 3rd October, 2008, will continue to apply.

3. The contents of this Office Memorandum may also be brought to the notice of the organizations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

G.I., M. F., O.M.NO.CPAO/Tech./Simplification/2014-15/19,
dated 4-4-2014

**Particulars to be obtained by Head of Office from the retiring
Government servant eight months before the date of his retirement**

The Ministry of Personnel, Public Grievance and Pensions vide its notification, dated the 20th February, 2014 has provided a check-list of documents to be submitted by the retiring personnel along with Form 5 (under Rule 59(1)(c) and 61(1) of CCS (Pension) Rules) by adding "Undertaking for refunding any excess payment made by pension disbursing bank".

Earlier this undertaking was required to be submitted by the pensioners to their opted bank at the time of first time identification before the commencement of pension. Henceforth this undertaking has become an integral part of the Pension Payment Order booklet.

All Pr. CCAs/CCAs/CAs/AGs and designated authorities in the case of AIS officers with independent charge are requested to issue instructions in this regard to all concerned and forward the PPOs to CPAO along with this undertaking without fail in the Pro forma enclosed (not printed) Annexure-XI to the Scheme for Payment of Pension for onward transmission to the CPPC of the bank. It may be ensured that no fresh PPO is sent to CPAO without this undertaking in future.

G.I., Dept. of Pen. & P.W., O.M.NO. 4/25/2008-P & PW (D),
dated 2-5-2014

**Grant of Fixed Medical Allowance to Family Pensioners---
date of eligibility**

The undersigned is directed to say that instruction for grant of Fixed Medical Allowance of Rs. 100 per month to pensioners / Family Pensioners residing in areas not covered under CGHS were issued vide this Department's O.M. NO. 45/57/97-P&PW (C), dated 19-12-1997 and 17-4-2000. Instructions were issued vide this Department's O.M.No.4/25/2008 P&PW(D) dated 26-5-2010 for enhancement of the amount of Fixed Medical Allowance from Rs. 100 to Rs. 300 p.m. with effect from 1-9-2008.

2. It may take some time in completion of formalities and process for sanction of family pension after death of exiting pensioner/ family pensioner. Representations have been received in this Department that, the Fixed Medical Allowance to the subsequent family pensioner is allowed by some departments / organizations from the date of authorization of Family Pension. In such cases, the family pensioner does not receive the Fixed Medical Allowance for the period from the date of eligibility till the date of authorization of family pension.

3. The matter has been examined in this Department. It is clarified that in cases where the exiting pensioner / family pensioner was in receipt of Fixed Medical Allowance, the family pensioner next-in-line may be allowed Fixed Medical Allowance from the same date from which he becomes eligible for family pension, if he/she otherwise fulfils the conditions for grant of Fixed Medical Allowance.

No. 1/27/2011-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
the 7th May, 2014

Office Memorandum

Sub: Simplification of pension procedure – submission of undertaking by retiring Government servant along with pension papers - reg.

'The Scheme for Payment of pensions to Central Government Civil Pensioners through Authorised Banks' issued by the Central Pension Accounting Office provides for an undertaking to be submitted by the retiring Government servant/pensioner to the pension disbursing bank before commencement of pension. The pensioner undertakes to refund or make good any amount to which he is not entitled.

2. It has been found that the first payment of pension after retirement gets delayed mainly due to two reasons. One, the delay in receipt of intimation by the pensioner that pension papers have reached the bank and two, delay on part of the pensioner in approaching the bank for submission of undertaking.

3. The feasibility of submission of undertaking by the retiring Government servant along with pension papers had been under consideration in the Government for some time. The following simplification has therefore been approved with the concurrence of Department of Expenditure, vide their I.D. No.130/E.V/2014, dated 24th February, 2014. The required undertaking may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing bank along with the Pension Payment Order by the Accounts Officer/CPAO following the usual procedure. The bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.

4. The pensioner would no longer be required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been despatched by the Central Pension Accounting Office, the pensioner's copy of the Pension Payment Order (PPO) may be handed over to him at the time of retirement along with other retirement dues. This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.

5. An employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers.

for 15/5/2014
D(Civ II)

Alm

6. Office of Controller General of Accounts is requested to instruct all Pay and Accounts Offices and all pension disbursing banks to follow the above procedure as well as make necessary amendments to the pension sanction and payment procedures and the Scheme Booklet.

7. All Ministries/Departments are requested to follow the above procedure henceforth. Department of Posts and Department of Telecommunications are requested to make suitable amendments to the instructions to the Accounts Officers and pension disbursing Post Offices/Banks to adhere to the above procedure.



(D.K. Solanki)

Under Secretary to the Government of India

Ph: 24644632

1. All Ministries/Departments of the Government of India as per list
2. O/o Controller General of Accounts, 7th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
3. Central Pension Accounting Office, Trikoot -II, Bhikaji Kama Place, New Delhi.
4. Department of Expenditure (E.V Branch, w.r.t. their I.D. No.130/E.V/2014, dated 24th February, 2014), North Block, New Delhi.
5. Department of Posts, Dak Bhavan, New Delhi
6. Department of Telecommunications, Sanchar Bhavan, New Delhi.



No. S. 11011/9/2012-CGHS (P)
Government of India
Ministry of Health & Family Welfare
CGHS (Policy)

Nirman Bhawan, New Delhi
Dated the 5th June, 2014

OFFICE MEMORANDUM

Sub:- Revision of Medical Reimbursement Claim (MRC) Form for CGHS beneficiaries - reg.

The undersigned is directed to state that it has been the constant endeavour of the Ministry of Health & Family Welfare to improve the facilities under CGHS and simplify / liberalize the procedures to make the Scheme user friendly.

2. In furtherance of the above objective, the Medical Reimbursement Claim Form has been reviewed and further simplified. Separate forms have been developed for serving beneficiaries and pensioner beneficiaries with requirement of minimum information required for processing of the claims. The CGHS beneficiaries are required to submit their medical reimbursement claims in the prescribed forms with requisite documentary evidences to their Department / office or CGHS, as the case may be for further processing and settlement as per approved CGHS rates and guidelines.

3. The following forms have been prescribed:

Form MRC(S) – For Serving CGHS beneficiaries,
Form MRC(P) – For Pensioner CGHS beneficiaries.

Specimen Forms are enclosed

Encl: As Above

**[V.P. Singh]
Director**

Telefax: 2306 1831

To

1. All Ministries / Departments, Government of India
2. Director, CGHS, Nirman Bhawan, New Delhi
3. Addl.DDG(HQ), CGHS, MoHFW, Nirman Bhawan, New Delhi
4. AD(Hq), CGHS, Bikaner House, New Delhi
5. All Additional Directors /Joint Directors of CGHS cities outside Delhi
6. Additional Director (SZ)/(CZ)/(EZ)/(NZ), CGHS, New Delhi
7. JD(HQ)/JD (Gr.)/JD(R&H)/(MSD), MCTC, CGHS Delhi
8. CGHS –I/II/III/IV, Dte. General of CGHS, Nirman Bhawan, New Delhi
9. Estt.I/ Estt.II/ Estt.III/ Estt.IV Sections, MoHFW, Nirman Bhawan, New Delhi
10. MS Section, MoHFW, Nirman Bhawan, New Delhi
11. Admn.I / Admn.II / MG Sections of Dte.GHS, Nirman Bhawan, New Delhi

Contd.....2/-

12. Rajya Sabha / Lok Sabha Secretariat, New Delhi
13. Registrar, Supreme Court of India, New Delhi
14. U.P.S.C. Dholpur House, Shahjahan Road, New Delhi.
15. Integrated Finance Division, MoHFW, Nirman Bhavan, New Delhi
16. PPS to Secretary (H&FW)/ Secretary (AYUSH)/ Secretary(HR)/ Secretary(AIDS Control), Ministry of Health & Family Welfare, New Delhi
17. PPS to DGHS /AS&DG(CGHS)/AS&MD, NRHM/ AS(H), MoHFW, N. Delhi
18. Office of the Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi
19. Deputy Secretary (Civil Service News), Department of Personnel & Training, 5th Floor, Sardar Patel Bhawan, New Delhi.
20. Swamy Publishers (P) Ltd., P. B. No. 2468, R. K. Puram, Chennai 600028.
21. Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi
22. All Staff Side Members of National Council (JCM) (as per list attached)
23. All Offices / Sections / Desks in the Ministry
24. ED(H)/Planning, Railway Board, Ministry of Railways, Rail Bhavan, Rafi Marg, New Delhi-110001
25. Central Organisation, ECHS, Department of Ex-serviceman welfare, Ministry of Defence, New Delhi
26. Chairman, Employees State Insurance Corporation, Ministry of Labour & Employment, Panchdeep Bhavan, C.I.G. Marg, New Delhi-110002
27. UTI-ITSL, 153/1, First Floor, Old Madras Road, Ulsoor, Bengaluru-560008
28. Sr. Technical Director, NIC, MOHFW, Nirman Bhawan, New Delhi with the request to upload this OM on the CGHS website.
29. Hindi Section for providing a Hindi version of the OM
30. Guard File.

CENTRAL GOVERNMENT HEALTH SCHEME**MEDICAL REIMBURSEMENT CLAIM FORM**

(To be filled up by the Principal Card holder in BLOCK LETTERS)

1. (a) Name of the Principal CGHS Card Holder :
 (b) CGHS Ben ID No. :
 (c) Employee Code No. :
 (d) Ward Entitlement – Pvt./Semi-Pvt./General :
 (e) Full Address :
 (f) Mobile telephone No. and e-mail address, if any :
2. (a) Patient's Name :
 (b) Patient's CGHS Ben ID No. :
 (c) Relationship with the Principal CGHS card holder :
3. Name & address of the hospital / diagnostic center /
 imaging center where treatment is taken or tests done:
4. Whether the hospital/diagnostic/imaging center is
 empanelled under CGHS : Yes/No
5. Treatment for which reimbursement claimed
 (a) OPD Treatment /Test & investigations :
 (b) Indoor Treatment :
6. Whether treatment was taken in emergency : Yes/No
7. Whether prior permission was taken for the treatment : Yes/No
8. Whether subscribing to any health/medical insurance : Yes/No
 scheme, If yes, amount claimed/received
9. Details of Medical Advance taken, if any :
10. Total amount claimed
 (a) OPD Treatment :
 (b) Indoor Treatment :
 (c) Tests/Investigation :
11. Name of the Bank : SB A/c No.:
 Branch MICR Code: IFSC Code.....

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a CGHS beneficiary and the CGHS card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date :

Place:

Signature of the Principal CGHS card holder

Documents to be attached

1. Photo copy of the CGHS card of the employee along with the patient's CGHS Card.
2. Copy of permission letter, if any.
3. Emergency certificate (original), in case of emergency.
4. Copy of the discharge summary.
5. Ambulance Certificate (original), if any.
6. Original bills /cash memo / vouchers etc. for the reimbursement amount claimed.

IMPORTANT

Kindly ensure to provide the following information / documents, wherever applicable:

- a) Obtain Break up of Investigations from the hospital/diagnostic center/imaging center (details and rates of individual tests and the exact number of tests, X-ray films, etc.,) as the reimbursable amount is calculated as per approved CGHS rates per test.
- b) In case of loss of original papers, Affidavits as per Annexure I to be submitted. All photocopies of the bills to be attested by the treating doctor/specialist.
- c) In case of death of the card holder, Affidavit as per Annexure II to be filled and attached to claim reimbursement,
- c) In case of implants, Invoice No. along with sticker with serial number of the implant to be attached.
- d) In case of Coronary Stents, outer pouch of stents is to be enclosed.
- e) In case of replacement of pacemaker / ICD etc., copy of the warranty certificate of earlier pacemaker/ICD may be enclosed.

Note: *Misuse of CGHS facilities is a criminal offence. Penal action including cancellation of CGHS card may be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.*

CENTRAL GOVERNMENT HEALTH SCHEME
MEDICAL REIMBURSEMENT CLAIM FORM

(To be filled by the Principal Card holder/Claimant in BLOCK LETTERS)

- 1. (a) Name of the Principal CGHS Card Holder :
- (b) CGHS Ben ID No. :
- (c) CGHS Wellness Center to which the card is attached :
- (d) Validity of CGHS Card :
- (e) Ward Entitlement – Pvt./Semi-Pvt./General :
- (f) Full Address :

- (g) Mobile telephone No. and e-mail address, if any :
- 2. (a) Patient's Name :
- (b) Patient's CGHS Ben ID No. :
- (c) Relationship with the Principal CGHS card holder :

- 3. Category of pensioner beneficiary - please specify :
(Central Govt. Pensioner/Pensioner of Autonomous/Statutory body/Ex- MP/ Ex-Governor/ Former Judge of Supreme Court/ Former Judge of High Court/Freedom Fighter/Legal Heir/Others)

- 4. Name & address of the hospital / diagnostic center / imaging center where treatment is taken or tests done:

- 5. Whether the hospital/diagnostic/imaging center is empanelled under CGHS : Yes/No

- 6. Treatment for which reimbursement claimed
 - (a) OPD/Test & investigations :
 - (b) Indoor Treatment :
- 7. Whether credit facility was availed. If not, reasons thereof (clarification may be attached) :

- 8. Whether treatment was taken in emergency : Yes/No

- 9. Whether prior permission was taken for the treatment : Yes/No

- 10. Whether subscribing to any health/medical insurance scheme, If yes, amount claimed/received : Yes/No

- 11. Total amount claimed :
 - (a) OPD Treatment :
 - (b) Indoor Treatment :
 - (c) Tests/Investigation :

- 12. Name of the Bank :..... SB A/c No.:
- Branch MICR Code: IFSC Code.....

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a CGHS beneficiary and the CGHS card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date:

Place:

Signature of the Principal CGHS card holder / Claimant

Documents to be attached

1. Photo copy of the CGHS card of the principal card holder along with the patient's CGHS Card.
2. Copy of permission letter, if any.
3. Emergency certificate (original), in case of emergency.
4. Copy of the discharge summary.
5. Ambulance Certificate (original), if any.
6. Original bills /cash memo / vouchers etc. for the reimbursement amount claimed.

IMPORTANT

Kindly ensure to provide the following information / documents, wherever applicable:

- a) Obtain Break up of Investigations from the hospital/diagnostic center/imaging center (details and rates of individual tests and the exact number of tests, X-ray films, etc.,) as the reimbursable amount is calculated as per approved rates per test.
- b) In case of loss of original papers, Affidavits as per Annexure I to be submitted. All photocopies of the bills to be attested by the treating doctor/specialist.
- c) In case of death of the card holder, Affidavit as per Annexure II to be filled and attached to claim reimbursement,
- c) In case of implants, Invoice No. along with sticker with serial number of the implant to be attached.
- d) In case of Coronary Stents, outer pouch of stents is to be enclosed.
- e) In case of replacement of pacemaker / ICD etc., copy of the warranty certificate of earlier pacemaker /ICD may be enclosed.

Note: *Misuse of CGHS facilities is a criminal offence. Penal action including cancellation of CGHS card may be taken in case of willful suppression of facts or submission of false claims / statements.*

Annexure -I

Draft for Affidavit for Duplicate Claim Papers/bills on stamp Paper

I, son / wife / daughter of.....and resident of
.....have lost / misplaced the original paper or
the same are not traceable. I hereby give an undertaking that I have not received any payment
against the original bills/claim papers from any source and that if the original papers are traced, I
shall not stake claim against original bills in future and that in the event, I receive any cheque
against the original bills in future, I shall return the same to competent authority.

Deponent

Verified by Notary Public

Annexure – II

Draft for Affidavit on Stamp Paper for claiming medical reimbursement
IN CASE OF DEATH of a CGHS Card Holder

I,.....husband / wife / son / daughter of Late..... and resident of, hereby submit the medical reimbursement claim papers pertaining to treatment of my husband / wife / father / mother Late Shri/ Smt.....who has expired on (copy of Death Certificate is enclosed).

Late Shri/Smt.....has left behind the following other legal heirs, none of whom have any objection if the entire reimbursable amount is paid to me.

No Objection Certificate signed by other legal heirs on Stamp paper is enclosed.

Deponent

Attested by Notary Public

=====

Draft for No Objection Certificate on Stamp Paper.

We (i)..... S/o D/o Late Shri.....
(ii)..... S/o D/o Late Shri.....
(iii)..... S/o D/o Late Shri.....
(--).....
(--).....
(--).....

being the legal heirs of Late Shri/Smt.....have no objection if the entire amount reimbursable pertaining to the treatment of late Shri / Smtis paid to Shri / Smt

(i) (Signature)
Name:
Address:

(ii) (Signature)
Name
Address:

(iii) (Signature)
Name:
Address

(iv).....

(v).....

(vi).....

Verified by Notary Public



No. S 11011/09/2014 – CGHS (HEC) / CGHS (P)
 Government of India
 Ministry of Health & Family Welfare
 Department of Health and Family Welfare
 CGHS (Policy) Division

Nirman Bhawan, New Delhi
 Dated: the 20th June, 2014

OFFICE MEMORANDUM

Sub:- Issue of medicines to CGHS beneficiaries at the time of discharge from empanelled private hospitals - regarding;

With reference to the above mentioned subject, the undersigned is directed to state that this Ministry has been receiving representations regarding difficulties being faced by CGHS beneficiaries in getting medicines immediately after discharge from empanelled private hospitals.

2. The matter has been examined in the Ministry and with a view to alleviate the inconvenience to CGHS beneficiaries in getting medicines immediately after discharge from empanelled private hospitals, it has been decided that CGHS beneficiaries who had taken inpatient medical treatment from a CGHS empanelled private hospital will be issued medicines from the treating private hospital at the time of discharge, for a period upto seven (7) days. The hospital will raise bill for the medicines separately and submit it alongwith the hospital bill for inpatient treatment, to CGHS for reimbursement in case of pensioner beneficiaries who are entitled to avail cashless medical treatment at the hospital.

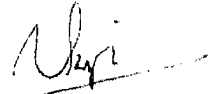
3. In case of serving CGHS beneficiaries, if the treatment is provided by the hospital on credit basis (in deserving cases), they may raise bills for medicines supplied to the patient for post hospitalization period (upto 7 days after discharge), and claim reimbursement from the department / office concerned alongwith the hospital bill for inpatient treatment. In other cases, where the inpatient treatment is provided to serving CGHS beneficiaries on payment basis, the empanelled private hospital will supply medicines for upto 7 days period on payment basis, for which employee can claim reimbursement from his/her office. However, it will be upto the serving CGHS beneficiary to purchase the prescribed medicines from the hospital at the time of discharge (for upto 7 days) or get it from a CGHS dispensary, as may be convenient to him.

4. The above facility will however, be subject to the following conditions:

- (i) Only essential medicines in generic form for continuity of treatment will be issued by the hospital.
- (ii) No Nutritional supplements, tonic, cough syrup, vitamins, injections will be issued by the hospital. These are not allowed.
- (iii) No non-drug items / equipments / appliances will be issued.
- (iv) Total cost of such medicines issued by the hospital must not exceed Rs. 2000/- in any case.

Contd....2/-

5. This Office Memorandum shall come into force from the date of issue.
6. This issues with the concurrence of IFD vide FTS no. 88285 dt. 13/6/2014



(V. P. SINGH)
Director

Telefax : 011- 2306 1831

To:

1. All CGHS empanelled hospitals
2. All Ministries/Departments, Government of India
3. Director, CGHS, Nirman Bhawan, New Delhi
4. Addl.DDG(HQ), CGHS, MoHFW, Nirman Bhawan, New Delhi
5. AD(HQ), CGHS, R.K.Puram, Sector-12, New Delhi
6. All Addl. Directors/Joint Directors of CGHS cities outside Delhi
7. Additional Director (SZ)/(CZ)/(EZ)/(NZ)/(MSD), MCTC CGHS, New Delhi
8. JD(HQ), /JD (Grievance)/JD (R&H), CGHS, Delhi
9. DDG(M) /Addl. DDG (SRA), Dte.GHS, MoHFW, Nirman Bhawan, New Delhi
10. Rajya Sabha/Lok Sabha Secretariat, New Delhi
11. Registrar, Supreme Court of India, New Delhi
12. U.P.S.C. Dholpur House, New Delhi
13. Office of the Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi
14. Director, Department of Pension & Pensioners Welfare, Lok Nayak Bhawan, Khan Market, New Delhi
15. PPS to Secretary (H&FW)/Secretary (AYUSH)/Secretary (HR)/Secretary (AIDS Control), Ministry of Health & Family Welfare
16. PPS to DGHS / AS&DG (CGHS) / AS&FA / AS&MD, NRHM / AS(H), MoHFW, New Delhi
17. MS Section, MoHFW, Nirman Bhawan, New Delhi
18. MG-II Section, Dte.GHS, Nirman Bhawan, New Delhi
19. Hospital Empanelment Cell, CGHS, MoHFW, Nirman Bhawan, New Delhi
20. CGHS-I/II/III/IV, Dte. Gen of CGHS, MoHFW, Nirman Bhawan, New Delhi
21. Estt.I/Estt.II/Estt.III/Estt.IV Section, MoHFW, Nirman Bhawan, New Delhi
22. Admn.I/Admn.II Section, Dte.GHS, MoHFW, Nirman Bhawan, New Delhi
23. Integrated Finance Division, MoHFW, Nirman Bhawan, New Delhi
24. All Officers/Sections/Desks in the Ministry
25. Deputy Secretary (Civil Service News), Department of Personnel & Training, 5th Floor, Sardar Patel Bhawan, New Delhi
26. Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi
27. All Staff Side Members of National Council (JCM)
28. ED(H)/Planning, Railway Board, Ministry of Railways, Rail Bhawan, Rafi Marg, New Delhi – 110001
29. Central Organisation, ECHS, Department of Ex-Servicemen Welfare, Ministry of Defence, New Delhi
30. Chairman, Employees State Insurance Corporation, Ministry of Labour & Employment, Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002

Contd....3/-

31. UTI-ITSL, 153/1, First Floor, Old Madras Road, Ulsoor, Bengaluru-560008.
32. Swamy Publishers (P) Ltd., P.B. No.2468, R.K. Puram, Chennai-600028
33. Swamy Publishers (P) Ltd., 4855, 24, Ansari Road, Daryaganj, New Delhi
34. Sr. Technical Director, NIC, MoHFW, Nirman Bhawan, New Delhi with the request to upoad this OM on the Ministry's website under the link of CS (MA) Rules – OMs and Circulars
35. Hindi Section, MoHFW, Nirman Bhawan, New Delhi for providing Hindi version of this OM.
36. Guard file