

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 17th 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 20th January, 2008.

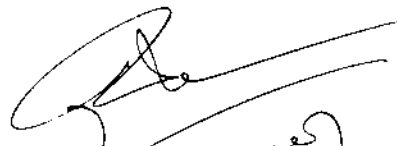
3. The Application Form and the Notice have already been put on the website of Ministry of Health & Family Welfare, www.mohfw.nic.in/cghs.htm, and was also advertised in Newspapers. The form can be downloaded / copied.

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