



Government of India
Ministry of Health and Family Welfare
Department of Health & Family Welfare
Nirman Bhawan, Maulana Azad Road
New Delhi 110 108

No: 37-1/2009-C & P/CGHS (P)

Date: February 23, 2011

OFFICE MEMORANDUM

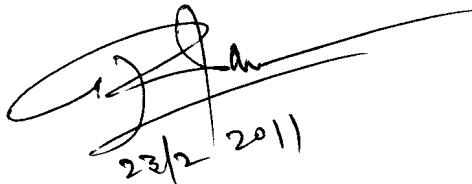
Subject: Issue of pensioner CGHS Cards to Central Government servants before retirement.

Central Government servants on their retirement from service are entitled to CGHS facility, if they retire from office Ministries / Departments / Offices covered by CGHS. For availing CGHS facility, if eligible, after retirement from service, pensioners are required to fill up the requisite form and deposit the appropriate amount [lump sum amount equivalent to one year's contribution for availing CGHS facility for one year (which can be extended on an annual basis on payment of the appropriate contribution as applicable at the time of renewal) or pay in lump sum equivalent to ten years' contribution for availing CGHS facility with life-time validity). The process of issuing of pensioner CGHS cards starts only after the Government servant retires from service and only after the Pension Pay Order (PPO) and Last Pay Certificate (LPC) are issued by the Ministry / Department / Office. The completion of the formalities takes two to three months, which puts pensioners in a problematic condition for getting treatment from the date on which they retire from service and the time when a pensioner CGHS card is issued to them.

2. The Ministry of Health & Family Welfare has received representations from retired Central Government servants and from officials due for retirement within the next few months with the request that the policy regarding issue of pensioner CGHS cards be simplified so that they are in a position to get the pensioner CGHS card a day after their retirement from service.

3. The matter has been examined by the Ministry of Health & Family Welfare in consultation with CGHS and it has been decided that the following course of action will be taken in respect of officials who are entitled to avail CGHS facility after his / her retirement from Government service:

- (i) All Ministries / Departments will, alongwith pension papers, give the application for issue of pensioner CGHS cards to the official three months before the due date for retirement of the official;
- (ii) The official, if he / she is interested in availing CGHS facility after his / her retirement, will:
 - a. Fill up the form for issue of pensioner's card;
 - b. affix stamp sized photographs of the family members entitled to avail CGHS facility in the proforma for issue of pensioner's card;


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- c. enclose Demand Draft / Pay Order for the appropriate amount with reference to his / her decision to get CGHS card with life-time validity (the amount will be equal to ten years' contribution) or with validity for one year (the amount will be equal to one year's contribution). For obtaining the card in Delhi, the Demand Draft / Pay Order will have to be made payable to **"Pay & Accounts Officer (CGHS), payable at Delhi"** and for obtaining card in a CGHS city outside Delhi, the Demand Draft / Pay Order will have to be made payable to **"Additional Director or Joint Director (as the case may be) of the CGHS city, payable in that city"**;
- (iii) The Ministry / Department will add a certificate of pay, grade pay, etc., drawn by the applicant to the application form and also mention the entitlement of ward (Private ward / Semi-Private Ward / General Ward) at the time of retirement of the official;
- (iv) The Ministry / Department will forward the application complete in all respects to the Additional Director in the concerned CGHS city after verifying the particulars furnished by the applicant six weeks before the date of retirement of the official;
- (v) CGHS pensioner cell in the concerned CGHS city will initiate action to get the pensioner card prepared;
- (vi) The validity of the pensioner card will start from a date after the last day of service of the official;
- (vii) If the beneficiary, while in service, has been issued plastic card, then the beneficiary identification number (Ben ID No.) will not be changed at the time of preparation of pensioner card and the same Ben ID number will be carried forward in the pensioner card;
- (viii) The pensioner card will be handed over to the retired official only after the date of superannuation / retirement from service; and
- (ix) Before the pensioner CGHS card is issued to the beneficiary, the plastic CGHS cards issued to all the members of the family will be surrendered
4. All Ministries / Departments are requested to give wide publicity to the contents of these instructions.


23/2/2011
[R Ravi]
Director
[Tel: 2306 3483]

Encl: As above

- 1 All Ministries / Departments, Government of India
- 2 Director, CGHS, Nirman Bhawan, New Delhi
- 3 All Additional Directors / Joint Directors of CGHS cities outside Delhi
- 4 All Pay & Accounts Officers under CGHS
- 5 Additional Director (Hqrs) / Additional Director (SZ) / Additional Director (NZ) / Additional Director (CZ) / Additional Director (EZ), CGHS, New Delhi

- 6 JD (Gr.)/JD(R&H), CGHS Delhi
- 7 CGHS Desk-I/Desk-II/CGHS-I/CGHS-II, Dte.GHS, Nirman Bhawan, New Delhi
- 8 Estt.I/ Estt.II/ Estt.III/ Estt.IV Sections, Ministry of Health & Family Welfare
- 9 Admn.I / Admn.II Sections of Dte.GHS
- 10 Rajya Sabha / Lok Sabha Secretariat
- 11 Registrar, Supreme Court of India /
- 12 U.P.S.C.
- 13 Finance Division
- 14 Deputy Secretary (Civil Service News), Department of Administrative Reforms & Public Grievances, 5th Floor, Sardar Patel Bhawan, New Delhi.
- 15 PPS to Secretary (H&FW) / Secretary (AYUSH) / Secretary (HR) / Secretary (AIDS Control), Ministry of Health & Family Welfare
- 17 PPS to DGHS / SS&FA / SS & MD, NRHM / AS (H) / AS & DG (CGHS)
- 18 Swamy Publishers (P) Ltd., P. B. No. 2468, R. A. Puram, Chennai 600028.
- 19 Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi
- 20 All Staff Side Members of National Council (JCM) (as per list attached)
- 21 Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi
- 22 All Offices / Sections / Desks in the Ministry
- 23 Sr. Technical Director, NIC, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi with the request to upload on the website of the CGHS.
- 24 Office Order folder
- 25 Guard File

APPLICATION FOR CGHS CARD for PENSIONERS OF CENTRAL GOVERNMENT

1. Name of the Applicant:

2. Category Pensioners Others (Pl.Specify)

3. Name of Department / Service from where retiring / retired:

4. Pay and the Pay Band: _____ Grade Pay: _____

Likely Pension: _____ per month

5. Residential Address:.....

6. Telephone Number: (R) (M)

7. e-mail ID

8. Date of Superannuation: ____/____/____ Year
Date Month Year

9. Details of Family

{* Please see definition of Family before filling up this column}

S.No.	Name of Family member	Relation ship to CGHS Card Holder*	Date of Birth# (Compulsory)	Blood Group (optional)	Ben. ID No. if plastic card issued while in service
1		Self			
2					
3					
4					
5					

{# Please attach Proof of age of Persons, except for spouse, mentioned above}

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

[Please attach valid 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., (issued within the last six months)]

11. Paste one stamp size of Photograph of each member of Family (including self) whose names are proposed to be included (in the same sequence as mentioned in Col. 9 above) as part of your family in the space given below.

S. No. Name	S. No. Name	S. No. Name	S. No. Name	S. No. Name

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 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.

DD bearing No.....dateddrawn on Bank
.....Branch/ Postal Order No.
..... for Rs.....(Rupees only).

Signature of Applicant.

(TO BE FILLED BY THE SPONSORING AUTHORITY)

The information furnished by the applicant has been verified and found to be correct. The applicant and his / her family members are entitled to avail CGHS facility after retirement.

Shri/Smt/Kumari.....,Designation.....
in this Ministry / Department / Organisation. It is recommended that Pensioner CGHS Card be issued to Shri /Smt. /Kumari I am authorised sponsoring authority in the matter and approval of the Competent authority has been obtained.

No.
Date

Signature & Name of the Sponsoring Authority
Designation (Stamp) with Tel. No.

To

The Additional Director, CGHS(HQ), 9, Bikaner House Hutments, Shahjahan Road, New Delhi

The Additional Director / Joint Director of (Name of the CGHS city to be entered)

(TO BE FILLED BY CGHS)

Verified – by Authorized Signatory, CGHS valid upto...../...../..... / for Rest of Life

CGHS Dispensary Allotted

**Entitlement : General Ward / Semi-Private Ward / Private Ward in private empanelled hospitals
Entitled / Not entitled to Nursing Home Facility in Government hospitals.**

Signature

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)	Unmarried 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 not less than 40% (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 (18 years).

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

The following disabilities are presently covered for eligibility of sons of CGHS beneficiary to avail CGHS facility:

(A) 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) LEPROSY CURED; (iv) HEARING IMPAIRMENT; (v) LOCOMOTOTR DISABILITY; (vi) MENTAL RETARDATION; and (vii) MENTAL ILLNESS "

AND

(B) As defined in Clause(j) of Sector 2 of National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (No: 44 of 1999), which presently covers a person suffering from any of the conditions relating to autism, cerebral palsy, mental retardation or a combination or any two or more of such conditions and includes a person suffering from several multiple disability.

Dependency:

Members of family (other than spouse) whose income is less than Rs.3500/ +DA- per month are treated as dependents and are normally residing with CGHS beneficiary.

The Following Documents are to be enclosed by pensioners applying for issue of new pensioners CGHS Card.

- (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)**