



S 11011/1/2014-CGHS (P)
Government of India
Ministry of Health and Family Welfare
Department of Health and Family Welfare
CGHS (Policy) Division

Nirman Bhavan, New Delhi
Dated: the 10th February, 2014

OFFICE MEMORANDUM

Sub: Renewal of CGHS Plastic Cards – reg.

The undersigned is directed to refer to this Ministry's O.M No. S.11012/3/2011-CGHS (P) dated 29.12.2011 laying down the guidelines for issue of individual plastic cards to CGHS beneficiaries. CGHS Plastic Cards were introduced in September, 2008 in Delhi NCR and the cards were initially issued with a validity period of 5 years. The CGHS Plastic Cards completing their validity period are due for renewal and accordingly fresh cards with renewed validity period are being issued by the Office of Additional Director, CGHS of the city concerned. With a view to further streamline the process of renewal of CGHS Plastic Cards, it has been decided to issue the following guidelines supplementing the existing instructions on issue of CGHS Plastic Cards:-

Serving beneficiary

- a) Application for renewal of CGHS Plastic Cards in the prescribed proforma (Form AA) alongwith requisite documents (current photographs, copy of pay slip and address proof of residence, if changed), should be submitted through their Administrative Office to the Office of Additional Director, CGHS of the respective CGHS city following the same procedure as prescribed for issue of fresh CGHS card.
- b) Fresh CGHS Plastic Cards with same beneficiary ID nos. shall be issued with a validity period of 5 years.
- c) Applications for renewal of old plastic cards can be made 3 months in advance prior to its expiry.

Pensioner beneficiary

- a) Application for renewal of Pensioners' CGHS Plastic Cards in the prescribed proforma (Form BB) alongwith requisite documents (current photographs, PPO or LPC, address proof, if changed) should be submitted to the parent CGHS Wellness Centre where his /her card is registered. He / she can also

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submit the application to the Office of Additional Director, CGHS of the respective CGHS city for renewal of CGHS cards.

- b) Fresh CGHS Plastic Cards with same beneficiary ID nos. shall be issued with validity for lifetime or up to the date for which the contribution has been made by the beneficiary.
- c) Applications for renewal of old plastic cards can be made 3 months in advance prior to its expiry.

This issues with the approval of Additional Secretary and Director General, CGHS.

Encl: Specimen Form AA and Form BB



[V.P.Singh]

Deputy Secretary to the Government of India

Tel:- 2306 1831

To

1. All Ministries / Departments, Government of India
2. Director, CGHS, Nirman Bhawan, New Delhi
3. Addl.DDG(HQ), CGHS, MoHFW, Nirman Bhavan, New Delhi
4. AD(Hq), CGHS, 9, 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), CGHS, 9, Bikaner House, New Delhi
8. CGHS -I/II/III/IV, Dte. General of CGHS, Nirman Bhavan, New Delhi
9. Medical Services Division, MoHFW, Nirman Bhawan, New Delhi
10. Estt.I/Estt.II/Estt.III/Estt.IV Section, MoHFW, Nirman Bhavan, N. Delhi
11. Admn.I / Admn.II Sections of Dte.GHS, Nirman Bhawan, New Delhi
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, N. Delhi
17. PPS to DGHS / AS&DG(CGHS)/AS&MD, NRHM/ AS(H)
18. Deputy Secretary (Civil Service News), DoPT, 5th Floor, Sardar Patel Bhawan, New Delhi.
19. Swamy Publishers (P) Ltd., P. B. No. 2468, R. K. Puram, Chennai 600028.
20. Bahri Brothers, 742, Lajpat Rai Market, Delhi - 110 006
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. Office of the Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi
24. All Offices / Sections / Desks in the Ministry
25. Sr. Technical Director, NIC, MOHFW, Nirman Bhawan, New Delhi with the request to upload this OM on the CGHS website.
26. Guard File.

CENTRAL GOVERNMENT HEALTH SCHEME

Application Form for renewal of CGHS card (serving employees)

1. Name of the applicant : CGHS Card No.:
2. Name of the Department/Office :
3. Pay Band: Pay in Pay band (excluding Grade pay): Grade Pay:
4. Designation: Ward Entitlement : Contact No. :
5. Residential Address : Email ID :
6. Details of Family:-

Photo				
Name				
Relationship				
D.O.B				
Photo				
Name				
Relationship				
D.O.B				

DECLARATION

I hereby declare that the statements made above are true and that the persons included in the details of family are wholly dependent on me and that no information has been concealed or has been misrepresented and I stand by the same.

Dated:

Signature of CGHS card holder

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FOR OFFICIAL USE

The information furnished by the applicant has been verified and found to be correct and CGHS subscriptions are being deducted every month from the salary of the applicant.

Name of the Sponsoring authority /office
Tel No.

Signature (with seal)
Dated:

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IMPORTANT

- i) Self attested photocopy of old CGHS cards should be attached with the application form.
- ii) Definition of family under CGHS should be referred to prior to filling the details of family.
- iii) For disabled son/brother, proof of age of son/dependent brother along with the disability certificate should be enclosed.
- iv) A copy of the current pay slip, and address proof of residence / affidavit (in case of change in address) should be attached.

CENTRAL GOVERNMENT HEALTH SCHEME

Application Form for renewal of CGHS card (pensioners)

1. Name of the applicant : CGHS Card No.:
2. Basic Pension / Grade Pay as indicated in PPO / LPC :
3. Ward Entitlement: Contact No. :
5. Residential Address: Email ID :
6. Details of Family:-

Photo				
Name				
Relationship				
D.O.B				
Photo				
Name				
Relationship				
D.O.B				

DD No.....dated.....drawn on Bank
 Branch / Postal Order No.for Rs.....

DECLARATION

I hereby declare that the statements made above are true and correct and that the persons included in the details of family are wholly dependent on me and that no information has been concealed or has been misrepresented and I stand by the same.

Dated: **Signature of CGHS card holder**

FOR OFFICIAL USE

The information furnished by the applicant has been verified and found to be correct and CGHS subscriptions are being deducted every month from the salary of the applicant.

Dated: **Signature of CMO I/c (with seal)**

CGHS Wellness Centre

IMPORTANT

- i) Self attested photocopy of old CGHS cards should be attached with the application form.
- ii) Definition of family under CGHS should be referred to prior to filling the details of family.
- iii) For disabled son/brother, proof of age of son/dependent brother along with the disability certificate should be enclosed.
- iv) A copy of the PPO or LPC, and address proof of residence / affidavit (in case of change in address) should be attached.