

कार्यालय रक्षा लेखा प्रधान नियंत्रक) द.प.क. (खातीपुरा रोड जयपुर-12-
Office of the Principal Controller of Defence Accounts (SWC), Khatipura Road, Jaipur-12
Phone No. 0141- 2388446, 2388449

सं. प्रशा/III/सीजीएचएस

दिनांक:-13/03/2018

सेवा मे

समस्त अनुभाग/अधीनस्थ कार्यालय

विषय:- सीजीएचएस कार्ड से संबन्धित अनुदेश ।

भारत सरकार, केंद्रीय सरकार स्वास्थ्य योजना, केंद्रीय सदन जयपुर का पत्रांक No. CGHS/JPR/8-1/2018(Admn)/21095-21195 दिनांक 04.01.2018 आपकी आवश्यक कार्यवाही एवं सूचना हेतु संलग्न है। कृपया परिपत्र मे दिये गए अनुदेशों की पालना सुनिश्चित की जाये ।

संलग्न:- यथा



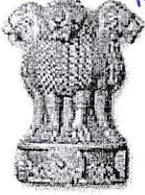
वरिष्ठ लेखाधिकारी (प्रशा-III)


प्रतिलिपि:-

प्रभारी अधिकारी
EDP अनुभाग

कार्यालय की वेबसाइट पर अपलोड करने हेतु


वरिष्ठ लेखाधिकारी (प्रशा-III)



सत्यमेव जयते

www.cgshsjaipur.nic.in

फैक्स 0141-2232842

भारत सरकार

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Government of India

Central Government Health Scheme

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Ground Floor, Sector 10, Vidhyadhar Nagar,

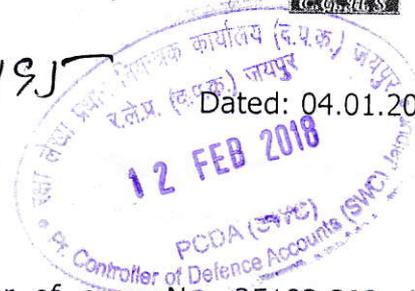
Jaipur 302 039



No.CGHS/JPR/8-1/2018(Admn.)/ 21095-21195

Dated: 04.01.2018

CIRCULAR



In continuation of this office earlier circular of even No. 25103-203 dated 27.03.2017 it is again to be brought into the knowledge of all the serving employees of the Central Govt.offices/Depts entitled for availing of the facilities of C.G.H.S. Jaipur that some of the serving employees do not apply for CGHS card through their offices/departments and also do not observe some of the due formalities for getting the CGHS card prepared and approach directly to the office of CGHS for getting the CGHS card issued or getting any Addition / Deletion / Change done in CGHS card. Thus, the employees have to face a lot of inconveniences. With a view to avoid any type of inconvenience to the serving employees it is emphasized that the following points should be kept in mind while approaching CGHS office for getting the CGHS card prepared:-

1. Application Form for CGHS card should be duly filled in by the employee and it should be duly verified by the employer Deptt. (sponsoring authority) and all the requisite supporting documents, as per applicability, should be enclosed such as (i) signed & sealed pay slip preferably of last month in case, pay has not been verified by the office in Application Form (ii) self attested photo copies of Aadhar cards of all the members (iii) one passport size photo of each member and one appropriate (2.5x3.5) size group photo (iv) detail of dependent family members duly verified by the office (v) copy of proof of residence which should be verified by the Deptt. as per the service record of the employee (vi) a self attested copy of electric or water bill supporting the proof of residence or a self attested copy of rent agreement with a self attested copy of the self attested electric or water bill of the landlord of the rented building (vii) self attested photocopies of documents of age proof of dependent family members (viii) a self attested copy of birth or marriage certificate in case of addition in CGHS card (ix) a self attested copy of death certificate in

- case of deletion and (x) any other relevant self attested copies of the relevant certificates for the purpose of addition / deletion / change in CGHS card.
2. The facts and information given by the employee in the application for CGHS card **should be duly verified by the concerned Deptt. and it should invariably be forwarded by the Deptt with a forwarding letter.**
 3. Before forwarding the application to the office of CGHS, it should be ensured by the concerned office that the applicant (Govt. Servant) is residing in the covered area of CGHS, Jaipur. The covered area of CGHS Jaipur can be visited at the website of this office i.e. www.cghsjaipur.nic.in
 4. All the Central Govt. offices/Deptt. should ensure that CGHS contribution may be deducted from the salary of the employee and the information with regard to the deduction of the contribution may be given / sent to this office for record.
 5. All the Central Govt. offices/Deptt. should also ensure that CGHS cards should invariably be got surrendered by the employee before relieving the employee from duty in case of his / her transfer out of Jaipur or shifting his / her residence from CGHS covered area to uncovered area even in the same city and before issuing the retirement order or LPC to the employee in case of his / her retirement and the information with regard to surrender of CGHS card should be given to this office at the earliest so that the process of deleting the card can be done accordingly with immediate effect.
 6. Lastly, all the Administrative Heads of all the central Govt. offices/Deptts are requested to please bring the contents of the circular into the knowledge of all the employees under their administrative control so as to ensure the observance of the circular.


ADDITIONAL DIRECTOR,
~~AD~~ C.G.H.S., JAIPUR.

Copy for information and necessary action:-

1. All the Central Government Offices situated at Jaipur.
2. The CMO Incharge, W.C. No. 1, 2, 3, 4, 5, 6, 7 and Polyclinic, CGHS, Jaipur.
3. Notice Board of all Wellness Centres, Polyclinic and Office.
4. Admn. Section for uploading the circular on the web site of CGHS Jaipur.
5. Account Section / MSD Section, CGHS, Jaipur.


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~~AD~~ C.G.H.S., JAIPUR.