

Government of India  
Office of the Additional Director  
Central govt. Health Scheme  
8-Esplanade East, (4<sup>th</sup> Floor)  
Kolkata - 700069

NOTICE FOR ISSUING CGHS CARD

No. 14/90-Admn/ 2479

Dated: 18<sup>th</sup> June, 2007

1. PROCEDURE OF COLLECTION OF APPLICATION FORM FOR PENSIONERS

Collection of Application Form and Submission of Application Form: MONDAY, WEDNESDAY & FRIDAY FROM 11.30 AM TO 1.30 P.M.

The following documents are to be required to collect the Application Form:

- Original Pension Book or P.P.O or Last Pay Certificate.
- Surrendered Certificate of CGHS Card for those who enjoyed CGHS facilities in Service.
- Non-receipt of Medical Allowance of Rs.100/- from concerned Authority such as from Bank/Post Office/A.G.Office etc.

2. PROCEDURE OF SUBMISSION OF APPLICATION FORM FOR PENSIONERS

- Xerox copy of Pension Book/P.P.O.
- Original Surrender Certificate of CGHS Card.  
Last Pay Certificate in case of Provisional CGHS Card or for getting Cabin facilities if Pay falls under the purview of the Rules.
- 3 no. (Three) Group Photographs (B2 Size) duly attested by the Gazette Officer/ Notary Public.
- Original Certificate of non-receipt Medical Allowance of Rs.100/-
- Dependant certificate of Son/Daughter/Unmarried sister/ Widow sister/Separated daughter /Divorced daughter/ widow daughter/Step mother/Dependant brother/Adopted son or daughter having income of less than Rs. 1500/- p.m. from Gazette Officer / Notary Public
- Photocopy of Residential proof Certificate (Electricity Bill/Telephone Bill/Tax Receipt etc.)
- Demand draft/Bankers Cheque issued by any Nationalized Bank payable to "Additional Director, CGHS, Kolkata".

3. DISTRIBUTION OF CGHS CARD ON TUESDAY & THURSDAY FROM 2.30 P.M. TO 4 P.M.

4. THE <sup>Days</sup> DATE FOR ISSUING FAMILY PENSION CARD / ADDITION / DELITION / CHANGE OF ADDRESS / DUPLICATE CARD INCLUDING DUPLICATE CGHS SERVICE CARD IS TUESDAY & THURSDAY FROM 11.30 A.M. TO 1.30 P.M.

5. FOR FAMILY PENSION CARD : THE FOLLOWING DOCUMENTS ARE TO BE REQUIRED:-

- Copy of Death Certificate.
- Original CGHS Card.
- Xerox copy of Pension Book / P.P.Order.
- Group Photograph (B2 size) duly attested by the Gazette Officer/ Notary Public.

7. FOR CHANGE OF ADDRESS THE FOLLOWING DOCUMENTS ARE REQUIRED TO SUBMIT:
1. Address Proof Certificate such as Tax receipt/Electricity Bill/Telephone Bill etc.
  2. Original CGHS Card with one Xerox copy.

8. FOR ADDITION OF MEMBERS IN CGHS CARD OR DELETION OF MEMBERS FROM CGHS CARD NEW GROUP PHOTOGRAPH (B2 SIZE) ARE TO BE REQUIRED TO PRODUCED.

PROCEDURE OF ISSUING OF DUPLICATE PENSIONERS CGHS CARD

1. Requesting letter to the Additional Director duly forwarded by the CMO I/c. of the Dispensary along with the copy of F.I.R. & Bank Challan in case of loss of Original CGHS Card. Indicating the details such as DATE OF VALIDITY/DATE OF ISSUE OF CGHS (LOST) CARD. Rs.5/- in first case & Rs. 7/- in 2<sup>nd</sup> time as fine to be deposited through challan to the Bank of Baroda, Indian Exchange Branch.
2. Xerox copy of CGHS Card. (Lost).
3. Group Photograph duly attested by the Gazette Officer/ Notary Public.

PROCEDURE OF ISSUING DUPLICATE SERVICE CGHS CARD:-

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH THE APPLICATION:

(A) ONE AUTHORITY LETTER DULY ATTESTED SIGNATURE OF THE INDIVIDUAL OF THE CONCERNED OFFICE MASTER WHERE HE/SHE IS IN SERVICE.

(B) ANOTHER Requesting letter to the Additional Director duly forwarded & VERIFIED details OF CARD such as DATE OF VALIDITY/DATE OF ISSUE OF CGHS (LOST) CARD by the CMO I/c. of the Dispensary along with the copy of F.I.R. in case of loss of Original CGHS Card.

  
Administrative Officer

CGHS, KOLKATA

Copy for C.M.O I/c.,

1. ✓ e.m.o. I/c Airport Dispensary/Polyclinic.
2. Notice Board.