

GUIDELINE FOR ISSUE OF CGHS CARD FOR PENSIONERS
/ Pensioner can also apply online at www.cghs.nic.in

1. PROCEDURE OF COLLECTION OF APPLICATION FORM FOR PENSIONERS.

Collection of Application Form and Submission of Application Form: MONDAY, WEDNESDAY & FRIDAY FROM 10.00 AM TO 1.00 PM.

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

- a) Original Pension Book or P.P.O or Last Pay Certificate.
- b) Surrender Certificate of CGHS Card for those who enjoyed CGHS facilities in Service OR any other medical benefit cards
- c) Certificate regarding Non-receipt of Fixed Medical Allowance (F.M.A) from concerned Authority such as from Bank/Post Office/ A.G Office etc.

2. DOCUMENTS REQUIRED FOR SUBMISSION OF PENSIONERS APPLICATION FORM.

- a) Application duly filled in (Form B)
- b) Copy of AADHAAR Card.
- c) Copy of Pension Book/P.P.O/LPC.
- d) Original Surrender Certificate of CGHS Card.
- e) Two Passport size colour Photographs. (One pasted on the form and other for scanning).
- f) Photocopy of Residential proof Certificate (Electricity Bill/Telephone Bill/Aadhaar Card/Tax receipt etc.)
- g) Demand Draft issued by any Nationalized Bank payable to “**Additional Director, CGHS, Kolkata**”. Amount of Demand draft to be determined by the pay level of Last Pay Certificate i.e for making **whole life(10 years contribution) pensioner card** the amount is as follow:

Pay Level	Amount of D.D	Remarks
1-5	Rs 30,000	If Pensioner CGHS Card is not applied within 3 months from the date of retirement extra Rs 30 to levied as re-admission fees.
6	Rs 54,000	
7-11	Rs 78,000	
12 & Above	Rs 1,20,000	

- h) Certificate regarding Non-receipt of Fixed Medical Allowance (F.M.A) from concerned Authority such as from Bank/Post Office/ A.G Office etc.
- i) Proof of residence/Stay of dependents.
- j) Any other documents may be required on case to case basis.