



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणाकुलम

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, ERNAKULAM  
(An Autonomous Body Under MoE, Govt. of India)

कड़वन्त्रा पी.ओ. कोच्ची - २०

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F.31086/2025-26/KVS RO(EKM)

दिनांक : 25-09-2025

प्राचार्या/प्राचार्य,  
समस्त केन्द्रीय विद्यालय  
एरणाकुलम क्षेत्र.

**विषय :** सेवारत के.वी.एस. कर्मचारियों के लिए सीजीएचएस कार्ड जारी करने के संबंध में Issue of CGHS Card for Serving KVS Employees

महोदया/महोदय,

आपको सूचित किया जाता है कि, 23-09-2025 को आयोजित संयुक्त परामर्शदात्री मशीनरी की क्षेत्रीय परिषद (आर.जे.सी.एम) के दौरान के.वी.एस. के पंजीकृत संघों के प्रतिनिधियों ने बताया कि, सी.जी.एच.एस. के अंतर्गत आने वाले क्षेत्रों में कार्यरत उनके संघों के सदस्यों को जागरूकता के अभाव में सी.जी.एच.एस. कार्ड जारी नहीं किए जा रहे हैं। बैठकों के दौरान, उन्होंने अधोहस्ताक्षरी को यह भी बताया कि, इस कार्यालय द्वारा जारी किए गए पत्रों का हितधारकों तक प्रसार नहीं किया जाता है और इसे गंभीरता से लिया जाता है। It is to inform you that, the representatives of registered associations of KVS during the Regional Council of Joint Consultative Machinery (RJCM) held on 23-09-2025 that, members of their associations who are employed in CGHS covered area are not issued with CGHS cards due to lack of awareness. During the meetings, they also informed the undersigned that, the letters issued by this Office are not disseminated to the stake holders and the same is viewed seriously.

Your urgent attention is drawn towards the letters dated 23-10-2024, 04-11-2024, 29-11-2024 issued by KVS HQ and letters dated 05-11-2024, 02-12-2024 & 24-07-2025. The copies of above said letter are once again enclosed for your reference and dissemination to all employees of your Vidyalaya and to obtain signature from them as having seen.

The employees who are serving in CGHS Covered areas and opting for CGHS facilities for themselves and their eligible family member are required to submit the duly filled forms along with necessary documents as mentioned in KVS HQ letter dated 04-11-2024. On receipt of written request or application for issue of CGHS Cards by the employee, the Principal is required to deduct prescribed monthly CGHS Contribution from the ensuing pay bill as deliberated in Para 2(D) of KVS HQ letter dated 04-11-2024. After duly verifying the eligibility and details mentioned in the application from the service records, these applications duly attested by the Principal

for issued of CGHS Cards are to be forwarded to Additional Director, CGHS, Thiruvananthapuram.

The procedure for CGHS Card generation may be followed as deliberated in CGHS letter dated 23-07-2025. An advance payment of Rs.15,368/- per family per annum is to be made through Bharatkosh and to be remitted as prescribed in the above quoted letter dated 23-07-2025 from the School Fund of the respective Vidyalaya irrespective of the cadre of employee. CGHS monthly contribution only will be deducted from the employee's salary regularly. Funds for the remittance of advance payment of Rs.15,368/- may demanded from the Regional Office, if not available at Vidyalaya. Any query regarding applying for CGHS Cards may be sought through CGHS Thiruvananthapuram contact number 0471-2555714 and queries if any on advance annual payment of CGHS subscription through Bharatkozh may be sought from Finance Officer, KVS RO Ernakulam.

Further, in this regard, it is also to inform you that, all the requests of retired KVS employees for issue of CGHS Cards are being forwarded CGHS regularly and the applicants are issued with CGHS Cards as well. Further, this Office is regularly reimbursing the medical bills of retired CGHS Beneficiaries and their eligible families as per rates and procedures of CGHS. In similar line, Principals/IC Principals are required to reimburse the eligible medical bills to Serving CGHS Beneficiaries and their eligible family members as per rules. Funds for payment of medical bills may be demanded from this Office as and when required.

All other directions of KVS HQ in this regard is to be followed scrupulously. Principals/IC Principals are required to submit an action taken report on or before 15-10-2025 without fail.

भवदीय,

संतोष कुमार ए  
(संतोष कुमार एन) २५/१०  
उपायुक्त

संलग्न: यथोपरी

Copy to: Regional General Secretary, AIKVTA, KVPSS, KEVINTSA