



## केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
**KENDRIYA VIDYALAYA SANGATHAN**  
Under Ministry of Education, Govt. of India  
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F.No. 11013/01/2017- KVS(HQ)/Admn.II/PT.II/102

Date: 04.11.2024

The Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs

**Speed Post / E-mail**

Subject:- Extension of CGHS facilities to all the serving as well as retired employees of KVS - reg.

Sir/Madam,

In continuation to this office letter of even number dated 23.10.2024, it is to inform that the following guidelines may be adhered to for issue of CGHS card and settlement of medical claims:-

### 1. **RETIRED EMPLOYEES:-**

- (A) Retired employee (GPF/CPF/NPS) of KVS can opt for CGHS facility as per CGHS guidelines provided they will not be entitled for FMA (in case of pensioners) forthwith. Further, a retired employee once on boarded in CGHS Scheme, He / She can not deboard from this scheme in future.
- (B) The retired employees can get their names registered with any of the CGHS dispensary, nearest to their place of residence. Further, the retired employee will be required to opt for a nearest / convenient Regional Office (may be different from where the retirement benefits were settled). His / her claims will be settled and CGHS card will to be issued through this office only. The retired employee will be required to submit all medical claims to this regional office only.
- (C) The retired employees will be required to submit his/her application in prescribed format (**Annexure-I**) with form for availing CGHS facility (**Annexure-II**) and relevant documents along with CGHS contribution (Demand Draft/On-line transaction - Transaction ID/UTR No./Name of the Bank etc.), as applicable at the time of retirement, to the concerned regional office / ZIET / KVS (HQ), which had released his/her retirement benefits. The copy of the forwarding letter may also be endorsed to the regional office opted for settlement of claims.
- (D) The regional office, which had settled the retirement benefits, will verify all relevant data from the service record and thereafter issue a letter to



discontinue FMA (in case of pensioner) and forward the same, along with all required documents, to the opted regional office for issue of CGHS card. The amount received from the pensioner need not be transferred to the concerned regional office.

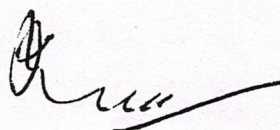
- (E) The opted Regional Office (as mentioned at point B) after due attestation forward the same to the concerned CGHS authority along with amount payable to CGHS (as applicable as per the city rates) for issue of CGHS card. Further, will maintain the proper records and make necessary entries in the CGHS card issuing register, mentioning (i) Name of the employee (ii) Employee code (iii) Name of the dependent family members (iv) Date of Birth (v) Relationship (vi) Beneficiary card number (vii) validity of the card (viii) Name of R.O/ZIET/HQ which has sanctioned the retirement benefits and (ix) Name of the unit (KV/R.O/ZIET/HQ) from which he/she retired.
- (F) The retired employee will submit his / her claim for settlement to the opted regional office. On receipt of medical claims, the concerned regional office will settle the claim within a maximum 21 working days after proper verification. A Register, for reimbursement of medical claim, is to be maintained and a separate entry should be made for claim under OPD / IPD.
- (G) As per O.M. No. C-18018/2/2024-EHS dated 28.05.2024, by MoH&FW, CGHS card(s) will be issued to the retired employees with a validity of One (01) Year and will be renewed yearly. The retired employee has to submit necessary documents along with annual contribution for renewal of CGHS card at least 03 months prior to its expiry to the regional office (as mentioned point No.C).
- (H) As per 7<sup>th</sup> CPC, the revised monthly subscriptions, as decided by Ministry of Health & Family Welfare vide their O.M No. 5.11011/11/2016-CGHS(P)/EHS dated 09.01.2017, to be made by retired employees for availing CGHS facilities (which is subject to further revision of rates) as under:-

S.No.	Corresponding levels in the Pay Matrix as per 7 <sup>th</sup> CPC	Contribution (Rs. Per month)	Contribution * (Rs. Per Year)
1	Level: 1 to 5	250	3000
2	Level: 6	450	5400
3	Level: 7 to 11	650	7800
4	Level: 12 & above	1000	12000

**\* The contribution will be determined on the basis of pay level at the time of retirement which is liable to change in the future, consequently the retired employee has to contribute as per the revised rates for availing CGHS facilities.**

## 2. SERVING EMPLOYEES:-

- A. The serving employees residing in the CGHS area, can opt for CGHS facility as per CGHS guideline issued from time to time.





- B. If the serving employee opts to avail medical facilities under CS(MA) Rules, in the CGHS covered area, he will be permitted to do so but will not be allowed to re-opt for CGHS scheme in the same station / area.
- C. If serving employee having a CGHS card is transferred, he / she has to surrender the CGHS cards. No dues certificate will invariably entry confirming surrender of CGHS card. At new place of posting the CGHS card will have to be applied afresh by the employee.
- D. All serving employees of the KVs upto the level of Vice-Principal will submit his / her application in prescribed format along with relevant documents to the Principal / In-charge principal of the concerned Kendriya Vidyalaya. The Principal has to verify details from the service records of the employee and after proper attestation has to forward the application within 21 working days to the concerned CGHS authority for issuing of CGHS card. Needless to say, an employee who has opted for CGHS facility, deduction of CGHS contribution will be made from his/her salary as per CGHS rates as amended from time to time.
- E. All the serving employees of the regional office (except Group A officer) and Principal of the Kendriya Vidyalayas under the jurisdiction of the regional office will submit their application to the concerned regional office. The application form of the Principal will be verified by the regional office from its service records and after proper attestation will be forwarded back to the concerned Kendriya Vidyalaya for taking up for issue of CGHS card. The application form of all serving employees (except Group "A" officer) of regional office after due verification and proper attestation will forward to concerned CGHS authority for issuing of CGHS card. The said process has to be completed within 21 working days from the date of receipt of application form.
- F. All the serving employees of ZIET upto the level of trainee associates will submit their application form to the concerned Director, ZIET. The application form of all serving employees of ZIET after due verification and proper attestation will forward to concerned CGHS authority for issue of CGHS card. The said process has to be completed within 21 working days from the date of receipt of application form.
- G. All the serving employees of KVS (HQ), Group "A" officers of ROs and Director ZIETs will submit their application form to the concerned Establishment Division of KVS (HQ). The application form of Group "A" officers of ROs and Director ZIETs after due verification from the service records will be forwarded back to concerned RO / ZIET for taking up for issue of CGHS card.

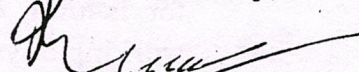


The application form of all employees of KVS (HQ) after due verification and attestation will be forwarded within 21 working days to the concerned CGHS authority for issuing of CGHS card.

- H. The medical bills of all serving employees will be passed by the concerned KV/RO/ZIET/HQ as per prevailing practice. The concerned authority will ensure that a register for reimbursement of medical claims should be maintained and separate entry should be made for a claim under CGHS / CS (MA), Rules. It should be ensured that the medical claim should be settled within 21 working days of claim received.
3. The issue of CGHS card to the retired employees and settlement of medical claims will entail additional work load on the Regional Office, for which one staff (preferably ASO) and one DEO may be deputed / hired.
4. The CGHS facility has been extended to the serving and retired employees of KVS (an autonomous body) on cost to cost basis. If in future the rate of CGHS contribution are increased, the increased amount of contribution may have to be borne by the serving / retired employee of KVS to continue availing CGHS facility.

This issues with the approval of the competent authority.  
Hindi version follows.

Yours sincerely,



(Somit Shrivastav)

**Joint Commissioner (Pers.)**

**Copy to:-**

1. PS to Commissioner, KVS for information
2. Deputy Secretary (KVS), MoE for information.
3. PS to Additional Commissioner (Admn./Acad.) for information.
4. The Joint Commissioner (Fin.), KVS(HQ), New Delhi for information.
5. The Joint Commissioner (Admn.), KVS(HQ), New Delhi for information.
6. The Joint Commissioner (Acad.), KVS(HQ), New Delhi for information.
7. The Joint Commissioner (Trg.), KVS(HQ), New Delhi for information.
8. The Joint Commissioner (Pers.), KVS(HQ), New Delhi for information.
9. All officers, KVS(HQ) for information and necessary action.
10. Assistant Commissioner (EDP), KVS (HQ) with the request to upload on KVS website.