केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)
(An Autonomous Body under Ministry of Education, Govt. Of India)
जी.सी.एफ., इस्टेट साइंस कॉलेज के पीछे, जबलपुर – 482011 (म.प्र.)
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केन्द्रीय विद्यालय संगठन

फा.क्र.22068/2026-27/के.वि.सं.(क्षे.का.)/जबलपुर/सीजीएचएस/ 17805–17865 दिनांक- 27.08.2026

(द्वारा ई-मेल/त्वरित डाक)

प्रभारी
समस्त केंद्रीय विद्यालय
अंतर्गत जबलपुर संभाग

विषय: केन्द्रीय विद्यालय संगठन के कार्यरत एवं सेवानिवृत्त कर्मचारियों हेतु सीजीएचएस सुविधाओं का विस्तार: विषयक

संदर्भ: के.वि.सं.(मु.),नई दिल्ली का पत्र F.No. 11086/01/2026-KVS(HQ)/Admn.II/1211-1212, दिनांक 05.08.2026

महोदय/महोदया,

1. उपर्युक्त विषयक एवं संदर्भित केन्द्रीय विद्यालय संगठन मुख्यालय, नई दिल्ली के उपर्युक्त पत्र के माध्यम से सीजीएचएस सुविधाओं के संबंध में व्यापक प्रचार-प्रसार किए जाने के निर्देश प्राप्त हुए हैं। इस संबंध में निम्नानुसार कार्यवाही सुनिश्चित की जाए।

2. वर्तमान में जबलपुर स्टेशन के अंतर्गत स्थित केन्द्रीय विद्यालयों में कार्यरत कर्मचारियों हेतु सीजीएचएस सुविधा उपलब्ध है। अतः, विद्यालय में कार्यरत सभी कर्मचारियों को सीजीएचएस सुविधा के संबंध में अवगत कराया जाए। इस संबंध में केन्द्रीय विद्यालय संगठन, (मुख्यालय), नई दिल्ली के पत्र F.No.11013/01/2017-KVS(HQ)/Admn.II /PT.II/102 ,दिनांक 04.11.2024 में कार्यरत कर्मचारियों हेतु निहित प्रावधानों को ध्यान में रखते हुए जानकारी प्रदान की जाए।

3. केन्द्रीय विद्यालय संगठन के सेवानिवृत्त कर्मचारियों को भी सीजीएचएस सुविधा के संबंध में अवगत कराया जाए। विद्यालय से सेवानिवृत्त होने वाले कर्मचारियों को सेवानिवृत्ति के समय सीजीएचएस सुविधा के संबंध में जानकारी प्रदान किया जाना सुनिश्चित किया जाए तथा विद्यालय के संपर्क में उपलब्ध सेवानिवृत्त कर्मचारियों तक भी उक्त जानकारी पहुंचाई जाए।

4. कार्यरत एवं सेवानिवृत्त कर्मचारियों को विद्यालय द्वारा सूचना-पट्ट, स्टाफ बैठकों तथा अन्य उपलब्ध आधिकारिक संचार माध्यमों के माध्यम से सूचित किया जाए। सीजीएचएस सुविधाओं के व्यापक प्रचार-प्रसार हेतु इस पत्र की प्रति विद्यालय की वेबसाइट पर अपलोड की जाए। साथ ही, क्षेत्रीय कार्यालय द्वारा आयोजित सेमिनार, कार्यशालाओं, सेवा कालीन प्रशिक्षण कार्यक्रमों एवं अन्य विभागीय कार्यक्रमों में कार्यरत कर्मचारियों को सीजीएचएस सुविधा के संबंध में अवगत कराने हेतु आवश्यक कार्यवाही की जाए।

यह आपके सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

भवदीय,

दिग्गराज मीना
27.08.26
(दिग्गराज मीना)
उपायुक्त

संलग्नक: यथोपरि

प्रतिलिपि:

1. श्रीमती किरण शर्मा, सहायक आयुक्त — सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
2. श्री प्रीत लाल, सहायक आयुक्त — सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
3. कार्यालय प्रति

उपायुक्त

केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)
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दूरभाष/Telephone: 0761-2678381

केन्द्रीय विद्यालय संगठन

फा.क्र.22068/2026-27/के.वि.सं.(क्षे.का.)/जबलपुर/सीजीएचएस/ / 7805- 17865 दिनांक- 27.08.2026

(द्वारा ई-मेल/त्वरित डाक)

प्राचार्य
समस्त केंद्रीय विद्यालय
अंतर्गत जबलपुर संभाग

विषय: केन्द्रीय विद्यालय संगठन के कार्यरत एवं सेवानिवृत्त कर्मचारियों हेतु सीजीएचएस सुविधाओं का विस्तार: विषयक
संदर्भ: के.वि.सं.(मु.),नई दिल्ली का पत्र F.No. 11036/01/2026-KVS(HQ)/Admin.II/1211-1212, दिनांक 05.08.2026

महोदय/महोदया,

1. उपर्युक्त विषयक एवं संदर्भित केन्द्रीय विद्यालय संगठन मुख्यालय, नई दिल्ली के उपर्युक्त पत्र के माध्यम से सीजीएचएस सुविधाओं के संबंध में व्यापक प्रचार-प्रसार किए जाने के निर्देश प्राप्त हुए हैं। इस संबंध में निम्नानुसार कार्यवाही सुनिश्चित की जाए।

2. वर्तमान में जबलपुर स्टेशन के अंतर्गत स्थित केन्द्रीय विद्यालयों में कार्यरत कर्मचारियों हेतु सीजीएचएस सुविधा उपलब्ध है। अतः, विद्यालय में कार्यरत सभी कर्मचारियों को सीजीएचएस सुविधा के संबंध में अवगत कराया जाए। इस संबंध में केन्द्रीय विद्यालय संगठन, (मुख्यालय), नई दिल्ली के पत्र F.No.11013/01/2017-KVS(HQ)/Admn.II /PT.II/102 ,दिनांक 04.11.2024 में कार्यरत कर्मचारियों हेतु निहित प्रावधानों को ध्यान में रखते हुए जानकारी प्रदान की जाए।

3. केन्द्रीय विद्यालय संगठन के सेवानिवृत्त कर्मचारियों को भी सीजीएचएस सुविधा के संबंध में अवगत कराया जाए। विद्यालय से सेवानिवृत्त होने वाले कर्मचारियों को सेवानिवृत्ति के समय सीजीएचएस सुविधा के संबंध में जानकारी प्रदान किया जाना सुनिश्चित किया जाए तथा विद्यालय के संपर्क में उपलब्ध सेवानिवृत्त कर्मचारियों तक भी उक्त जानकारी पहुंचाई जाए।

4. कार्यरत एवं सेवानिवृत्त कर्मचारियों को विद्यालय द्वारा सूचना-पट्ट, स्टाफ बैठकों तथा अन्य उपलब्ध आधिकारिक संचार माध्यमों के माध्यम से सूचित किया जाए। सीजीएचएस सुविधाओं के व्यापक प्रचार-प्रसार हेतु इस पत्र की प्रति विद्यालय की वेबसाइट पर अपलोड की जाए। साथ ही, क्षेत्रीय कार्यालय द्वारा आयोजित सेमिनार, कार्यशालाओं, सेवा कालीन प्रशिक्षण कार्यक्रमों एवं अन्य विभागीय कार्यक्रमों में कार्यरत कर्मचारियों को सीजीएचएस सुविधा के संबंध में अवगत कराने हेतु आवश्यक कार्यवाही की जाए।

यह आपके सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

भवदीय,

(दिग्गराज मीना)
उपायुक्त

संलग्नक: यथोपरि

प्रतिलिपि:

1. श्रीमती किरण शर्मा, सहायक आयुक्त — सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
2. श्री हीरा लाल, सहायक आयुक्त — सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
3. कार्यालय प्रति

दि.दि.राम मीना
27.08.26
उपायुक्त

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN
(Under Ministry of Education, Govt. of India)
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ई-मेल/E-mail : kvsangathan@gmail.com
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फा.सं. 1108/01/2008-KVS(HQ)/Admn (पार्ट-I)/ [illegible] दिनांक: 08.2008

सभी क्षेत्रीय कार्यालय व आंचलिक शिक्षा एवं प्रशिक्षण संस्थान ।

विषय: केन्द्रीय विद्यालय संगठन के सामान्य एवं गैर-शिक्षक कर्मचारियों को सीसीएस(सीसीए) नियमावली का लिखाना।

महोदय/महोदया,

उपरोक्त विषय के संदर्भ में यह अवगत कराना है कि केन्द्रीय सरकार कर्मचारी परिचर्या(सीसीए) की नियमावली दिनांक 04.11.2014 से केन्द्रीय सिविल सेवा (वर्गीकरण) के अधीन एवं संबंधित कर्मचारियों/विभागों को लागू की गई है।

तथापि, यह पाया गया है कि कई कार्यालयों, विशेषकर क्षेत्रीय/संबंधित कर्मचारियों द्वारा सीसीएस(सीसीए) नियमावली के अंतर्गत नियमित सुविधाओं का लाभ उठाने की स्वतंत्र अभी अपेक्षित स्तर तक नहीं पहुँच पाई है। इससे यह प्रतीत होता है कि अनेक कार्य कार्यालय एवं संबंधित/क्षेत्रीय विभाग कर्मचारी अभी तक इन नियमित सुविधाओं के विस्तार संबंधी सीसीएस(सीसीए) में व्यवस्थित की जानकारी से पूर्णतः अवगत नहीं है।

उपर्युक्त के प्रतिकूल, अनुरोध है कि संगठन के सभी सामान्य एवं गैर-शिक्षक कर्मचारियों के बेहतर सीसीएस(सीसीए) सुविधाओं के विस्तार का व्यापक प्रचार-प्रसार किया जाए। इस संबंध में सूचना का प्रसार संबंधित के सूचना पट्टी पर सूचना आयोजित कर, आंचलिक/क्षेत्रीय कर्मचारियों के सम्मान में, बैठकों, कार्यशालाओं एवं वेबसाइट/ई-पोर्टल आदि के माध्यम से किया जा सकता है। साथ ही इस संबंध में विशेष ध्यान दिया जाए ताकि सीसीएस(सीसीए) नियमावली तक सभी सूचना पहुँचे, के बारे में पालना की व्यवस्था की जाए तथा सीसीएस(सीसीए) संबंधी प्रश्न तथा उपलब्ध विभिन्न सुविधाओं का अच्छा उपयोग के लिए प्रोत्साहित करें।

कृपया यह सुनिश्चित करने का कष्ट करें कि इस संबंधित सूचना का प्रसारी एवं व्यापक प्रचार किया जाए, जिससे केन्द्रीय विद्यालय संगठन (मुख्यालय) के सभी पात्र कर्मचारी उपलब्ध सीसीएस(सीसीए) नियमावली का समुचित लाभ प्राप्त कर सकें।

भवदीय,

(सीमा)
संयुक्त आयुक्त (प्रशा.)

प्रति:

1. समस्त आयुक्त (प्रशासन), केन्द्रीय विद्यालय संगठन (मुख्यालय), नई दिल्ली को अनुरोध है कि इस पत्र को वेबसाइट पर उपलब्ध कराने का कष्ट करें।

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

F No. 11013/01/2017- KVS(HQ) Admn II/PF [illegible] Date: 07.11.2022

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

Speed Post / E-mail

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

Sir/Madam,

In continuation to this office letter of even number dated 23.10.2020, 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 (CPF/CPF/NPS) of KVS can opt for CGHS facility as per CGHS guidelines provided they will not be entitled for PMA (in case of pensioners) further. Further, a retired employee (also on deputed to CGHS) facility, He / She can not debarred 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) file / 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

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

(ii) The spirit Regional Office (as mentioned at point B) after due scrutiny forward the same to the concerned CGHS authority along with amount payable to CGHS (as applicable as per the slip issued by issue of CGHS card. Further, will maintain the proper records and make necessary entries in the CGHS card issuing register, containing (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 will validity of the card with Name of R.O./SRO/HQ which has sanctioned the retirement benefits and (vii) Name of the unit (SV / R.O./SRO/ HQ from which he/she retired.

(iii) The retired employee will submit his / her claim for reimbursement to the spirit regional office. On receipt of valid of claims, the concerned regional office will settle the claim within a maximum 21 working days after proper verification. A register for reimbursement of medical claims, is to be maintained and a separate entry should be made for claim under OPD / IPD.

(iv) As per O.M. No. C-18018/2/2024-GHS 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 at the regional office (as mentioned point No.C).

(v) As per 7th CPC, the revised monthly subscriptions, as directed by Ministry of Health & Family Welfare vide their O.M No. S.11011/13/2016-CGHS(P&HP) dated 09.01.2017, to be made by retired employees for availing CGHS facilities subject to subject to further revision of rates as under:-

S.No.	Corresponding levels in the Pay Matrix as per 7th CPC	Contribution (Rs. Per month)	Contribution * (Rs. Per Year)
1	Level 1 to 2	250	3000
2	Level 3	450	5400
3	Level 4 to 11	650	7800
4	Level 12 & above	900	10800

*** 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.**

3. **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 CGHS/AI 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. So this certificate will invariably carry 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, deductions of CGHS contributions 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 officers) 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" officers) 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 trainer 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.

5

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.

ii. 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 maintenance of medical claims (Annx) 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 attachment of medical claims will entail additional work load on the Regional Office, for which one staff (preferably AAO) and one DEO may be deputed / hired.

4. The CGHS facility has been extended to the serving and retired employees of KVS (all three components both) on cost to cost basis. It is to inform that 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, (Kind) vide file no.

(Yours sincerely)

(Sumit Sarkhasiar)
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.

Annexure - I

APPLICATION FOR CGHS CARD

☐ Applying for CGHS card for the first time.

☐ Applying for a pensioner CGHS card. I had a CGHS card while in service or I had my CGHS plastic card, and applying for issue of another. Please return the CGHS Beneficiary copy (I) of the card held by you earlier.

1. Name of the Applicant: _____

2. Category

☐ Central Civil (Please tick Departmental if you are posted in the Ministry of Health & Family Welfare)

☐ UT/PSU (Central Govt. Employees) (Please Tick Sanctum if you belong to any specific organization/unit)

☐ Pensioners

☐ Others (Pl. Specify) _____

3. Name of Department / Ministry _____

4. Designation _____ Gazetted ☐ Non-Gazetted ☐

5. Scale of Pay _____ Present Pay _____

Increment date (pls. mention) No. _____)

6. Last Pay / Basic Pension (in case of Pensioners) _____

7. Official Address _____

_____

8. Residence/ Address _____

9. Telephone Number: (O) _____ (R) _____ (M) _____

10. e-mail ID: _____

11. Date of Appointment _____ (Format to be DD/MM/YYYY format)

12. Are you on Deputation (Central Deputation)? Yes / No

13. If yes, likely completion of deputation: _____

14. Are your services transferable to other cities: Yes / No

Signature of Applicant

[illegible]

[illegible]	Name of Family member	[illegible]	[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

UNDERTAKING BY APPLICANT

☐ I undertake to maintain e-CGHS smartcard, if issued to me, in good condition and shall not tamper with any of the particulars recorded in this application form. All facts mentioned in the application form are true to the best of my knowledge and belief. I undertake to inform the CGHS Cell of any change in the particulars given in the application form. I am aware that in case any of the particulars given in the application form are found to be false, my e-CGHS smartcard is liable to be withdrawn and I am liable to be prosecuted under Section 420 of the Indian Penal Code, 1860 and I am also aware that I am liable to pay the cost of the e-CGHS smartcard.

☐ I undertake to surrender the e-CGHS Card on my leaving the Ministry / Office on transfer, retirement, superannuation, resignation or on ceasing to be eligible for CGHS benefits.

☐ I certify that the information furnished by me in this application has been verified to be correct and that no information has been concealed or has been misrepresented and noted by the Issuing Authority.

Signature of Applicant

[TO BE FILLED BY THE SPONSORING AUTHORITY]

In case of serving employees' pensioners please see instructions in Annexure-I(a)

The information furnished by the applicant has been verified and found to be correct. It is recommended that e-CGHS Card be issued to him/her (Number _____ Designation _____ in the Ministry/Department / Organization mentioned by the concerned Drawing & Disbursing Officer) / Organization mentioned by the competent Authority of the employer / CGHS Wing. Instructions are collected from the applicant / from the relevant records maintained by the Ministry / Department / Organization / Authority of the employer / CGHS Wing regarding recovery from the salary of the applicant / from the authorized pensioning authority for the issue of CGHS Card and deduction of CGHS contribution. Authority has been enclosed.

Yes / No

Date: _____

Signature & Name of the Sponsoring Authority

Designation, Address with Telephone

(For CGHS Personnel Dealing with e-CGHS Card)
Verified by

Name, Signature and Stamp of Authorised Functionary, CGHS

S.No.	DOCUMENTS TO BE ENCLOSED FOR ISSUE OF e-CGHS SMARTCARD	DOCUMENTS TO BE ENCLOSED FOR CHANGE/UPDATION OF e-CGHS CARD
1.	Proof of age of self (in case not a dependent)	Proof of age of self (in case not a dependent)
2.	Self attested copy of Disability certificate issued by Medical Board of Government hospital (in case of dependent son/ daughter)	Self attested copy of Disability certificate issued by Medical Board of Government hospital (in case of dependent son/ daughter)
3.	Proof of marriage certificate	Self attested PPO/ Pension slip/ ID card/ pay certificate
4.	Address proof	Copy of Agreement (Rental/ Lease/ Ownership) in case of change of address
5.	Documents showing dependency of family members (wherever applicable)	
6.	Copy of ID proof of dependent family members (Passport, PAN Card, Election/Aadhar card ID card etc.)	Copy of ID proof of dependent family members (Passport, PAN Card, Election/Aadhar card ID card etc.)
		Address proof
		Documents proving dependency of family members (wherever applicable)

Instructions

Definition of Disability:

1. Husband / Wife does not apply.
2. An employee has a choice to submit either Government service or Disability service - (i) Just for the purpose of availing the benefits under CCS(Pension) for the conditions of appointment and resignation etc., being satisfied.
3. If selection letter has been issued with the Govt. style scale.
4. Children including legally adopted children, step children and children born to wards subject to the following conditions:

Sr.	Item	For the young persons of above the age of 25 years
(i)	Daughter	Till the date of marriage or above the age of 25 years, whichever is earlier.
(ii)	Son suffering from any permanent disability of any kind (physical or mental) as defined above.	Irrespective of age limit
(iii)	Orphan (Parents / guardian of married) has been forfeited / divorced daughter and brothers remained / divorced abandoned or husband has been forfeited / missing away	Irrespective of age limit
(iv)	Orphan(s) whose brother(s)	Up to the age of becoming a major
(v)	Orphan(s) (non-children of deceased employee) daughters	Up to the age of becoming a major

For the purpose of availing Child Benefit for a deceased employee, please attach a copy of the certificate of disability issued by the competent authority.

"Disability" will be AS DEFINED IN RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 " WHICH IS DEFINED BELOW

"DISABILITY" MEANS Government Gazette of India vide F. No. 1-21/98-DD(Vol.II)(Pt) dated 1st May 2018"

i. Blindness
ii. Low vision
iii. Leprosy Cured persons
iv. Hearing impairment (deaf and hard of hearing)
v. Locomotor Disabilities
vi. Dwarfism
vii. Intellectual Disability
viii. Mental Illness
ix. Autism Spectrum Disorder
x. Cerebral Palsy
xi. Muscular Dystrophy
xii. Chronic Neurological conditions
xiii. Specific Learning Disabilities
xiv. Multiple Sclerosis
xv. Speech and Language Disability
xvi. Thalassemia
xvii. Hemophilia
xviii. Sickle Cell disease
xix. Multiple Disabilities including deaf

Blindness
xx. Acid Attack victim
xxi. Parkinson's disease

Dependents:

Students of Army Officers (Non-servicing whose income is less than Rs.9000/- (Nine thousand only) per month are treated dependents and are normally residing with CGHS beneficiary.

The Following Documents are to be enclosed:

i. Proof of Residence / Date of Superannuation - Copy of Ration Card / Electricity Bill / Passport / Identity Card issued by College / School / University / Bank Pass Book, etc.,)

ii. Proof of age of son.

iii. Attested Copy of Disability certificate issued by Competent Authority in case of dependent son aged 25 and above.

For Pensioners applying for CGHS card for the First time the following Additional documents are required:

i. Pensioner Certificate of CGHS Card which is current (if applicable)

ii. Attested copies of PPO / Last Pay Certificate

iii. **Copy of Bharatkosh transaction Challan as proof of payment of CGHS subscription made.**

Contribution by Pensioners should be made through Bharatkosh portal only. Please see following page for list of peripheral cities and concerned CGHS administrative city. For steps to be followed for making Bharatkosh payment, please visit the link: https://ezpay.in/BarPG/Mp.mis?ei=DeMHW3UPJcAMZL

S.no	CGHS Main City (Administrative Head)	Peripheral cities under Main City
1	Ahmedabad	Bhavnagar, Palitana, Dandhuka
2	Allahabad	Pratapgarh, Kaushambi
3	Bangalore	Bangalore, Mysore
4	Bhopal	Sehore, Jabalpur
5	Bhubaneshwar	Bhubaneswar, Rourkela, Cuttack
6	Chandigarh	Chandigarh, Ambala, Jalandhar, Ludhiana, Patiala, Amritsar, Pathankot, Hoshiarpur, Bathinda, Jammu, Srinagar, Shimla, Ambala, Amritsar, Jalandhar
7	Chennai	Chennai, Kanchipuram, Trichy, Thanjavur, Pondicherry
8	Dehradun	Dehradun
9	Delhi (CZ)	Delhi, Noida
10	Guwahati	Guwahati, Jorhat, Dibrugarh, Silchar, Tezpur, Shillong
11	Hyderabad	Hyderabad, Warangal, Nizamabad, Nagarjuna Sagar, Tirupati, Kurnool
12	Jabalpur	Jabalpur
13	Jaipur	Jaipur, Ajmer, Alwar, Kota
14	Jammu	Jammu, Katra
15	Kolkata	Kolkata, Siliguri, Durgapur, Asansol
16	Lucknow	Lucknow, Agra, Meerut, Varanasi
17	Mumbai	Mumbai, Nagpur, Aurangabad, Nashik, Pune, Kolhapur, Solapur, Ahmednagar, Jalgaon, Sangli
18	Panchkula	Panchkula, Chandigarh
19	Patna	Patna, Gaya
20	Ranchi	Ranchi, Dhanbad, Jamshedpur
21	Shillong	Shillong, Tezpur, Guwahati
22	Trivandrum	Trivandrum, Cochin, Kollam, Kannur

Name for availing CGHS facility
(CGHS to be related with service record of the concerned employee)

1.	Name of the Retired Employee and Employee code:	
2.	Designation:	
3.	Date of birth:	
4.	Date of retirement:	
5.	Name of city/place/HQ from where retired and name of Pension Sanction Authority (PSA) i.e., RO/CCA/HQ, from where retirement dues were settled.	
6.	Basic Pay & Pay Level at the time of retirement:	
7.	Copy of Last Pay Certificate:	
8.	GPF / CPF a/c no.	
9.	PRAN No. (If pensioner opts to be enrolled)	
10.	Copy of Letter proving payment slip (issued by bank) indicating +10 Existing Pay+ Medical Allowance.	
11.	Residential address (proof) to be enclosed	
12.	Name of the nearest POH, Regional Office where he/she opt for issue of new CGHS card and intimation of mobile no.	
13.	Service details of in case Department of organization:	
	(a) Name:	
	(b) Working / Posted	
	(c) Department Name:	
	(d) Whether always availing Medical facilities from this / her Department.	
	(e) If not, attach self declaration in the prescribed format duly countersigned by DDO for the concerned authority (PSA) that pensioner's dependent and she which area of salary slip of spouse (if retired Govt. employee) Pension slip issued by bank/SBI message).	
14.	Details of family Members (Dependents of Employee, if any (To be duly verified and authenticated with Proof of age of dependents)	

Sl.	Name	DOB	Relationship	Remarks
			Self	

15.	CGHS yearly contribution (Pensioner) payment details (Receipt Details like Transaction – Transaction ID/UTR No./Name of the Bank etc.).	Rs. -
16.	Application form for issue of New CGHS Card duly signed by the employee.	

Signature

17.	Individual occupation and phone of eligible family members	
18.	Self attested copy of Aadhar Card of (in all the family members)	
19.	Permanent certificate of Child (and Orphanage Child, and only eligible in genuine case) in those cases where Ujjwal card was issued earlier (if any)	
20.	Mobile Number	
21.	E-mail ID	
22.	Any Other Information	

DECLARATION

1. The above information is true and correct to the best of my knowledge and nothing has been concealed therefrom. I further declare that I have opted for CGHS Card instead of PMJJ. In future, if the rates of CGHS are increased I will pay the increased amount of contribution for availing CGHS facility.

Date:

Signature of retired employee

For Office Use

(To be verified by Retirement Benefit Sanctioning Authority)

The above information in respect of Shri / Smt _____ Designation _____ has personally been checked from the service records and documents submitted by the employee. The information filled by the applicant is found correct. Shri/Smt _____ and his/ her dependent family members as mentioned above are eligible for CGHS medical facility. The amount of Rs. _____ has been collected from the retired employee.

Signature of Issuing Commissioner / Director / LAO (Pension Authority)

For Office Use of Zonal Regional Office

(To be verified at RC No. 13 upload by the retired employee)

The undersigned has personally verified the documents and information (as received from PAO, ACCOUNTING_____) in respect of Sh./Smt./Ms _____ Designation _____ and found that he/she (including dependent family members) are eligible for CGHS facility/facilities.

Signature of Deputy Commissioner / Director

Forwarding letter

To

The Regional Office / ZHO / RVS (HQ)
[From where the retirement benefits were settled]

Sub: Issue of CGHS card – reg.

Sir/Madam,

I _____ (Name) from _____ (RV/HO/ZHO/HQ) am submit to CGHS application form (all required documents along with Payment of CGHS yearly contribution through DD / Online mode CKEP/KPOS) etc., for issue of CGHS card.

I am (R)/(ZHO)/(HQ) (Name _____) for issue of CGHS card and submission of medical claims.

Yours faithfully,

(
Name
Address
Mob. No.
Date

Encl: Annexure I & II

Copy to:

1) The DC/Director/RVS HQ (opted for issue of CGHS card and settlement of _____ claim) with the request to forward the application with the CGHS authority for issue of CGHS card.

[illegible]

Proforma for availing CGHS facility for serving employees
(Copy to be retained with service record of the concerned employee)

1	Name of the Employee	
2	Designation	
3	Employee Code	
4	Present Address where working	
5	Date of initial appointment in R.D.	
6	Basic Pay with Pay Level	
7	Permanent Address	
8	Present Address (Address proof to be enclosed)	
9	Spouse details in case Department (if applicable)	
	(a) Name	
	(b) Working / Retired	
	(c) Department Name	
	(d) Whether spouse availing Medical facilities from the Own Department	
	(e) If not, attached (self declaration in the proforma that he is not duly empanelled or WOR by the concerned authority of his/her spouse's department and) also enclosed copy of Salary slip of spouse. (Family Head employee Person only) Covered by GHS (Refer Annexure)	
10	Mobile Number	
11	Any Other Information	

I/We (Name) do hereby declare that the above information to my knowledge and nothing has been concealed therefrom.

Signature of Employee

For Office Use

The above information in respect of Shri / Smt. _____ Designation _____ has personally been checked from the service records and statements submitted by the concerned. The information are correct. W.e.f. _____ and he is being considered as Pensioner above and eligible for CGHS medical facilities.

Signature of Principal (Dy. DG) / Deputy Commissioner (Dy. D.G.) / Director (for DHTs / Peripheral Dispensaries) (with Office Seal)

केन्द्रीय विद्यालय संगठन

F.No. 11-Adm2088/1/2024-Ad-II/ 1848 Date: 04.11.2024

(Computer No.28280)

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 KVS (HQ) letter F.No.11013/01/2017-KVS(HQ)/Admn.II/PF.II/1112 dated 04.11.2024, in regard to CGHS facility to all serving and retired employees of KVS, certain queries raised by different stakeholders are resolved in the following FAQ.

S.No.	Queries	Comments of KVS
1	Whether the scheme of CGHS is mandatory for all serving / retired employees of KVS?	No. The scheme of CGHS is optional for both serving and retired employees of KVS.
2	Whether there is any specific format?	Yes, there is a specific application form for opting for CGHS facility in case of retired employees. (Annexure-II of KVS letter dated 04.11.2024)
3	Whether all fields of format attached with letter dated 04.11.2024 are mandatory?	Yes, all fields mentioned in the form are mandatory. The incomplete forms are liable to be rejected.
4	Whether the subscription amount for availing CGHS facility has to be submitted to the opted Regional Office OR Retirement Benefit Processing Regional Office by the retired employee?	The retired employee along with Option form will remit amount of CGHS contribution to the Retirement Benefit Processing Regional Office. Remittance of 25 Regional Offices (in addition to KVS(HQ) along with Annexure No. III (PAC) **is enclosed** for remitting of CGHS contribution in respect of retired employee.
5	Whether the subscription amount received by the retired employee has to be remitted to the opted Regional Office by the Regional Office who sanctioned the retirement benefits.	No. In fact the Retirement Benefit Processing Regional Office will claim the amount submitted by the retired employee and a confirmation in this regard is to be received in the prescribed format.

1

6	Whether the amount payable to CGHS Regional Office in respect of retired employee will be remitted by Retirement Benefit Sanctioning Regional Office OR spend Regional Office?	The spend Regional office has to act as facilitator for issue of CGHS card to pensioner and therefore the amount as per the rate of CGHS is to be paid to the concerned CGHS authority by the spend Regional Office in case of shortage of fund at Regional Office the same may be sought from [illegible]
7	Which Regional Office will issue the letter in regard to stoppage of PMA in case of pensioner?	The Retirement Benefit Sanctioning Regional Office / KVS(HQ) / CSEs will issue a letter and remit for stoppage of PMA. The said letter will be enclosed along with the application form of the pensioner before forwarding it to the spend Regional Office.
8	What is the Role of Retirement Benefit Sanctioning Regional Office?	After the receipt of application form in the prescribed format from pensioners for availing CGHS facility, the Retirement Benefit Sanctioning Regional Office will verify the details like pension book, family particulars from the service records. Thereafter, letter for stoppage of PMA has to be issued to the pension disbursing authority (State Bank of India / Indian Bank) and the same is to be enclosed before forwarding the application of retired employee to the spend Regional Office. Further, confirmation for receipt of CGHS contribution is to be mentioned in the application form. The proper record/register will also be maintained.
9	The Role of spend Regional Office	The spend Regional office will act as controlling authority for reimbursement of medical claim for retired employees and as a facilitator for issue of CGHS cards. The spend Regional Office will forward the application of retired employees along with CHSS contribution to the concerned CGHS authority. The spend Regional Office will reimburse medical claims of retired employees who have opted the Regional Office for CGHS facility.

10	Whether, EVN (HQ)/DHEs can be opted by the retired employees for availing CGHS facility?	No, the EVN(HQ)/ DHEs will only be retirement benefit sanctioning office. The retired employee can only opt Regional Office for reimbursement of medical claims and issue of CGHS cards.
11	Whether the application form for **renewal of CGHS card** to be submitted to Retirement benefit sanctioning office or opted Regional Office.	Application form for renewal of CGHS card to be submitted to opted regional office instead of retirement benefit sanctioning authority along with all necessary documents and CGHS yearly contribution. In case of any change in dependent members, the application has to be forwarded to Retirement benefit sanctioning office.
12	If an employee posted in non CGHS covered area and his / her family is residing in CGHS covered area, is he / she eligible for CGHS benefits.	No, as the employee is posted and residing in non CGHS covered area.
13	I availed CGHS facility few years back and due to administrative reasons / unavoidable circumstances my CGHS Card could not be renewed, whether my CGHS card will be renewed or I have to apply for new CGHS card?	No / She have to apply afresh for new CGHS card as per EVN letter No. F.1101/3/01/2017-EVN(HQ)/Admn.II/Pt.II dated 04.11.2024.
14	I am a retired employee of KVS and CGHS card is issued to me, whether can I surrender my CGHS card and apply for restoration of my monthly Fixed Medical Allowance (FMA) in my pension.	No, as per point no. 1 (b) of EVN letter dated 04.11.2024, a retired employee as mentioned in CGHS scheme, he / She cannot de-board from this scheme in future.
15	I am a serving employee and CGHS card has been issued to me, meanwhile I have been transferred to the same station, whether can I continue the same CGHS card?	No, as per point no. 2 (c) of EVN letter dated 04.11.2024, a serving employee having a CGHS card is transferred even in the same station, he / she has to surrender the CGHS cards. In this certificate will invariably carry an entry, confirming surrender of CGHS card. A new place of posting the CGHS card will have to be applied afresh by the employee.
16	Who is competent authority to give necessary permission / prior permission for treatment, in case of retired employee as per CGHS guidelines?	The Deputy Commissioner of the opted regional office, in case of retired employee will provide necessary permission as per CGHS guideline.

17	A serving employee who is taking treatment for a specialized disease under CR (HA), Rules 1944 after obtaining permission of the concerned competent authority Now, if he / she opt CGHS facility, whether he needs to obtain a fresh approval / permission for the said treatment.	Yes, if he / she opt CGHS facility, permission of the concerned competent authority is required as per CGHS guidelines. If he / she wants to avail facility under CR (HA), Rules 1944 fresh permission is not required.
18	Who is the competent authority for forwarding applications for issue of new CGHS card in case of retired employee.	In case of retired employee, the application has to be addressed to Deputy Commissioner of the Retirement benefit sanctioning office and Joint Commissioner (Fin.) in case of KVS (HQ).
19	What are the acceptable mode of CGHS consultation payment?	The retired employee may avail his / her consultation by DD / Online mode. NEFT/RTGS/etc. and necessary receipt should be enclosed with the application form.
20	Who is the nodal officer for availing CGHS facility?	Administrative Officer / Section Officer (Admin.) will be Nodal Officer for any query related to CGHS matters and in case where parte are issued the Deputy Commissioner of the regional office will nominate scheme Officer as a Nodal officer. In case of KVS (HQ), Assistant Commissioner (Administration) will be the Nodal officer. The Deputy Commissioner of the concerned Regional Office will create a separate e-mail ID at R.O. Level for disposal of grievances related to CGHS matters and contact No of Nodal officer & e-mail should be available on the website.
21	I am a retired employee of KVS, whether I can avail lifetime CGHS card and facilities thereby.	No, there is no provision for issue of lifetime CGHS card and CGHS facility in accordance to O.M. dated 28/05/2024 issued by MoH&FW, wife which CGHS facilities has been extended to the serving and retired employees of KVS. CGHS card will be issued to the retired employee as yearly basis.

22	Who is responsible for issue of new CGHS card in mid-eligible family members?	It is the responsibility of Head of the unit (KV/SO/ZIET/HQ) of KVS who will verify the details filled in the application form and will forward to the CGHS authority as well as the Principal card holder (both serving and retired) to ensure that the names of only genuine and eligible persons are included in the CGHS cards. Further, it is the responsibility of the principal card holder employee to apply for deletion of the name of the dependent from the CGHS card, when the dependent is no more eligible under the rules.

This issues with the approval of Commissioner, KVS.

Yours faithfully,

(Sunil Shrinagesh)
Joint Commissioner (Pers.)

Encl: As above
Copy to:-

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

File No. C.18018/2/2024-CHS
Government of India
Ministry of Health & Family Welfare
(CGHS Section)

Nirman Bhawan, New Delhi
Dated the [illegible] May, 2024

OFFICE MEMORANDUM

Subject: Regarding extension of CGHS medical facilities, beneficiaries of Kendriya Vidyalaya Sangathan (KVS) reg.

The undersigned is directed to refer to file no. 4-8/2023-IRS-I received from O/o. School Education & Literacy regarding their proposal for extension of CGHS facilities to the serving as well as retired employees of Kendriya Vidyalaya Sangathan (KVS), in all CGHS covered cities across the country, irrespective of the fact whether they were having CGHS cards with in service.

2. In this connection it is informed that the matter has been examined in the Ministry and it has been decided to extend the CGHS facilities to the serving and retired employees of KVS, in all CGHS covered cities, on the conditions as given below:

a) CGHS facilities will be extended to the serving as well as retired employees of the KVS on a cost to cost basis. They will be entitled to OPD facilities and medicines from CGHS Wellness Centre.
b) Medical expenses incurred on hospitalization/treatment of the pensioner beneficiary and his/ her eligible family members) shall be borne by the KVS.
c) CGHS card(s) will be issued only on receipt of the recommendation of KVS, along with a subscription charge in advance on a cost to cost basis (presently Rs. 1,000/- per family per annum), on an annual basis.
d) The CGHS cards will be renewed on yearly basis.
e) The expenditure towards this facility shall be met from the [illegible] resources of the organization.

This issues with the approval of competent authority.

Signed by
Harish Singh
[illegible]
Under Secretary to the Government of India
Tel. No. 011-23061178

To
Ministry of Education
Department of School Education & Literacy
Dr. Manoj Kumar, Under Secretary (Tech)
Room No. [illegible], New Delhi - 110001

Copy for information and necessary action to: Director (CGHS), O/o. all CGHS, CGHS Wellness Section, 13, Kotla Road, New Delhi