

केंद्रीय विद्यालय संगठन Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र / 18, Institutional Area
शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg
नई दिल्ली-16 / New Delhi - 16

F.No.110239/51/Cir./2016/KVS (Budget) | 589

Dated:21.03.2016

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. G.I., Dept. of Per. & Trg., O.M.No.2/11/2015-CS.I(U), dated 3-12-2015 regarding deputation of Central Government servants to posts in Central Autonomous Bodies.
2. I., Dept. of Per. & Trg., O.M.No.11013/7/2014-Estt.(A-III), dated 5-1-2016 regarding Central Civil Services(Conduct)Rules, 1964 - Submission of Declaration of Immovable Property Returns by the Government Servant.
3. G.I., M.H. & F.W., O.M.No.S.11015/10/2011-CGHS(P), dated 4-8-2015 regarding revision of income limit for the purpose of providing Central Government Health Scheme (CGHS) coverage to family members of the CGHS covered employees - Clarification.
4. G.I., M.H. & F.W., O.M.No.S.14021/26/2014-MS, dated 8-12-2015 regarding recognition of Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) for treatment of Central Government employees under CS (MA) Rules, 1944. (Sl.No.22 page-15)
5. G.I., M.H. & F.W., O.M.No.F.No.S.11030/55/2011-CGHS(P), dated 10-12-2015 regarding deduction of CGHS Contribution on change of Grade Pay by virtue of promotion/grant of NFSG from retrospective date.
6. G.I., M.H. & F.W., O.M.No.1967/2013/DEL/CGHS/SZ/D52-CGHS (P), dated 10-12-2015 regarding delegation of powers to Heads of Offices for treatment availed in emergency circumstances - relaxation of rules.
7. G.I., CGHS., O.M.No.5133/CGHS/KOL/Cont.Emp/2014/18470-519, dated 14-12-2015 regarding Removal from the list of empanelled Health Care Organization under CGHS, Kolkata.
8. G.I., M.H. & F.W., O.M.F.No.S.14025/41/2015-MS, dated 16-12-2015, clarification regarding dental treatment in private hospitals recognized under CGHS/CS(MA) Rules, 1944 for CS(MA) beneficiaries.
9. G.I., CGHS, O.M.No.3-1/2014-15/CGHS/KNP, dated 22-12-2015 regarding removal from CGHS Panel.
10. G.I., CGHS, O.O.No.S.11045/36/2012-CGHS (HEC), dated 23-12-2015 regarding empanelment of private hospitals under CGHS, Delhi and NCR.

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11. G.I., Dept. of Posts, Letter No.19-12/2008-WL/Sports, dated 9-12-2015 regarding admission of children of Gramin Dak Sevaks in Kendriya Vidyalayas in Civil and Defence areas.
12. G.I.,Dept. of Per. & Trg., O.M. No.39020/01/2013-Estt.(B)-Part, dated 29-12-2015 regarding discontinuation of Interview at Junior Level Posts in the Government of India-Recommendation of Committee of Secretaries.
13. G.I.,Dept. of Per. & Trg., O.M.No.F.NO.Misc-14017/15/2015-Estt.(RR), dated 11-1-2016 regarding instructions regarding time-limit for holding examinations/interviews from the date of advertisement for the post under direct recruitment.
14. G.I.,Dept. of Per. & Trg., O.M.No.31011/3/2015-Estt.(A.IV), dated 11-1-2016 regarding Central Civil services (Leave Travel Concession) Rules, 1988 - Fulfilment of Procedural requirements.
15. G.I.,Dept. of Per. & Trg., O.M.No.42011/3/2014-Estt.(Res.), dated 05-1-2016 regarding posting of Government employees who have differently abled dependants.

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(S.Muthuswamy)
Deputy.Commissioner(Fin.)
Tel. 011-26523070

Distribution:

1. The Deputy Commissioner, KVS, All ROs.
2. The Finance Officer, KVS, All ROs.
3. All Officers/Section at KVS (HQ.).
4. Principal, KV, Kathmandu, Moscow/Tehran.
5. The General Secretary, All Recognized Associations.
6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Deputy Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
8. RTI Cell KVS (HQ.)
9. Guard file.

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G.I., Dept. of Per. & Trg., O.M.No.2/11/2015-CS.I(U),
dated 3-12-2015

**Deputation of Central Government servants to posts in
Central Autonomous Bodies**

The undersigned is directed to say that in terms of revised instructions issued by Department of Pension and Pensioners' Welfare vide their O.M.No.4/78/2008-P&PW (D), dated 12-10-2015, appointment of Central Government employees to posts in Central Autonomous Bodies on deputation basis is allowed without seeking exemption from the rule of immediate absorption, if the Recruitment Rules for the posts specifically provide for the appointment of Central Government employee on deputation.

2. Accordingly, henceforth, CS.I Division, being the Cadre Controlling Authority for CSS Officers will provide cadre clearance to CSS Officers for deputation to Central Autonomous Bodies. However, the Autonomous Bodies and their nodal Ministries concerned should ensure that the provisions of Department of Pension and Pensioners' welfare OM, dated 12-10-2015 are fulfilled while appointing Government servants on deputation basis.

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G.I., Dept. of Per. & Trg., O.M.F.No.11013/7/2014-Estt.(A-III),
dated 5-1-2016

**Central Civil Services (Conduct) Rules, 1964 – Submission
of Declaration of Immovable Property Returns by the
Government Servant**

The undersigned is directed to refer to the Office Memorandum of even number, dated the 26th October, 2015 on the above subject and to say that the Annual Property returns required to be filed under the Central Civil services (Conduct) Rules, 1964 for the year 2015 which is required to be filed by the 31st January, 2016, may be filed in the forms prescribed under the CCS (Conduct) Rules, 1964. It is reiterated that the returns are required to be filed by all the Government servants belonging to Groups 'A','B','' and erstwhile Group 'D', in terms of Rule 18(4) of the CCS (Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the order.

G.I., M.H. & F.W., O.M.No.S.11015/10/2011-CGHS (P), dated 4-8-2015

Revision of income limit for the purpose of providing Central Government Health Scheme (CGHS) coverage to family members of the CGHS covered employees - Clarification

The undersigned is directed to invite reference to this Ministry's O.M.No.S.11012/1/98-CGHS(P), dated the 10th December, 2008 and a clarification thereon, dated the 19th July, 2011 indicating the income limit for dependency for the purpose of providing medical facilities to the family members of the Central Government employees under CGHS/CS(MA)Rules.

2. The Ministry of Health and Family Welfare has been receiving representations from various Ministries/Departments, Pensioners Associations and other beneficiaries on this issue.

3. The matter has been examined in this Ministry and it has been decided that the income limit for dependency will be Rs.3,500 per month, plus the amount of Dearness Allowance on the basic pension of Rs.3,500, as on the date of consideration, as mentioned in this Ministry's O.M.No.S.11012/1/98-CGHS(P), dated 10-12-2008.

4. This issues with the approval of Competent Authority and comes into effect from the date of issue of this OM.

Recognition of Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) for treatment of Central Government employees under CS (MA) Rules, 1944

The undersigned is directed to say that the proposal received for recognition of Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) for treatment of Central Government Employees and their family members under Central Services (Medical Attendance) Rules, 1944 has been examined in this Ministry and found to be in order. It has been decided to grant recognition to the Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) under CS (MA) Rules, 1944.

2. The Schedule of charges for the treatment of Central Government employees and the members of their family under the CS (MA) Rules, 1944, will be the rates fixed for CGHS, Pune. The approved rates are available on the website of CGHS (<http://msotransparent.nic.in/cghsnew/index.asp>) and may be downloaded / printed.

3. The undersigned is further directed to clarify as under:—

(a) "Package Rate" shall mean and include lumpsum cost of in-patient treatment/day care/diagnostic procedure for which a CS (MA) beneficiary has been permitted by the competent authority or for treatment under emergency from the time of admission to the time of discharge, including (but not limited to)-(i) Registration charges, (ii) Admission charges, (iii) Accommodation charges including patient diet, (iv) Operation charges, (v) Injection charges, (vi) Dressing charges, (vii) Doctor/consultant visit charges, (viii) ICU ICCU charges, (ix) Medication charges, (x) Transfusion charges, (xi) Anaesthesia charges, (xii) Operation theatre charges, (xiii) Procedural charges / Surgeon's fee, (xiv) Cost of surgical disposables and all sundries used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy charges, etc., (xviii) Nursing care and charges for its services.

(b) Cost of Implants is reimbursable in addition to package rates as per CGHS ceiling rates for implants.

(5)
Treatment charges for new born baby ~~are~~ separately reimbursable in addition to delivery charges for mother.

(d) Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) shall not charge more than the package rates fixed for CGHS, Pune.

(e) Expenses on toiletries, cosmetics, telephone bills, etc., are not reimbursable and are not included in package rates.

4. Package rates envisage duration of indoor treatment as follows:-

- Up to 12 days : for Specialized (Super Specialities) treatment
- Up to 7 days : for other Major Surgeries
- Up to 3 days : for Laparoscopic surgeries/normal Deliveries
- 1 day : for day care/Minor (OPD) surgeries.

No additional charge on account of extended period of stay shall be allowed if that extension is due to infection on the consequences of surgical procedure or due to any improper procedure and is not justified.

In case, there are no CGHS prescribed rates for any test/procedure, then AIIMS rates are applicable. If there are no AIIMS rates, then reimbursement is to be arrived at by calculating admissible amount item-wise (e.g. room rent, investigations, cost of medicines, procedure charges, etc.) as per approved rates/actually, in case of investigations.

5. (a) CS (MA) beneficiaries are entitled to facilities of private, semi-private or general ward depending on their basic pay. The entitlement is as follows:-

Sl. No.	Pay drawn in pay band	Ward Entitlement
1.	Up to ₹ 13,950	General Ward
2.	₹ 13,960 to 19,530	Semi-Private Ward
3.	₹ 19,540 and above	Private Ward

(b) The package rates given in rate list of CGHS are for semi-private ward. ⑥

(c) The package rates prescribed are for semi-private ward. If the beneficiary is entitled for general ward, there will be a decrease of 10% in the rates; for private ward entitlement, there will be an increase of 15%. However, the rates shall be same for investigation irrespective of entitlement, whether the patient is admitted or not and the test, *per se*, does not require admission.

6. The hospital shall charge from the beneficiary as per the CGHS prescribed rates or its own rate list, whichever is lower. The hospital shall charge CGHS Non-NABH, Pune rates.

7. (a) The maximum room rent admissible for different categories would be:-

General ward	₹ 1,000 per day
Semi-private ward	₹ 2,000 per day
Private ward	₹ 3,000 per day
Day care (6 to 8 Hrs.)	₹ 500 (same for all categories)

(b) Room rent mentioned above at (a) above is applicable only for treatment procedures for which there is no CGHS prescribed package rate.

Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine upkeeping.

(c) During the treatment in ICCU/ICU, no separate room rent will be admissible.

(d) Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bedside table, sofa set, etc. as well as a bed for attendant. The room has to be air-conditioned.

(e) Semi Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.

(f) General ward is defined as hall that accommodates four to ten patients.

(g) Normally, the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category

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accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward.

If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.

8. In case of non-emergencies, the beneficiary shall have the option of availing specific treatment/investigation from any of the empanelled hospitals of his/her choice (provided the hospital is recognized for that treatment procedure/test), after the specific treatment/investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his/her concerned Ministry/Department.

9. The hospital shall honour permission letter issued by competent authority and provide treatment/investigation facilities as specified in the permission letter.

10. The hospital shall also provide treatment/investigation facilities to the CGHS beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower. The hospital shall provide treatment to pensioner CGHS beneficiaries after authentication through verification of valid CGHS Cards.

11. However, pensioner CGHS beneficiaries would make payment for the medical treatment at approved rates as mentioned above and submit the medical reimbursement claim to the Additional Director, CGHS through the CMO in-charge of the CGHS Wellness Centre, where the CGHS Card of the beneficiary is registered.

12. In case of emergencies, the beneficiary shall have the option of availing specific treatment/investigation from any of the empanelled hospitals of his/her choice (provided the hospital is recognized for that treatment procedure/test), on production of valid ID card, issued by competent authority.

13. During the in-patient treatment of the CS (MA) beneficiary, the hospital will not ask the beneficiary or his attendant to purchase separately the medicines/sundries/equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CGHS which includes the cost of all the items.

14. In case of treatment taken in emergency in any non-recognized private hospitals, reimbursement shall be considered by competent authority at CGHS prescribed Package/rates only.

15. If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.

16. Further, Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) shall undertake the pre-investigations / diagnostic tests / consultations / examinations as a service provider for conducting the Annual Medical Examination of the Civil Services, Group 'A' Officers of above 40 years of age as per the prescribed protocol for Annual Medical Examination, as per Annexure (not printed).

17. The hospital will not charge the Central Government Employees for Annual Medical Examination more than ₹ 2,000 for conducting the prescribed medical examinations of the male officers and ₹ 2,200 for female officers, who come to the hospital with the requisite permission letter from their Department/Ministry concerned. The above rates for Annual Medical Examination are valid until such time when the above rates are revised by the Central by the Government.

18. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled hospital. Services will be provided by the Hospital as per the terms given above.

19. Ministry of Health and Family Welfare reserves the right to withdraw/cancel the above recognition without assigning any reason.

20. The order takes effect from the date of issue of the O.M.

21. The authorities of Orchid Multi Superspeciality Hospital, Jalgaon (Maharashtra) will have to enter into an agreement with the Government of India to the effect that the Hospital will charge from the Central Government employees at the rates fixed by the Government and they will have to sign a Memorandum of Understanding (MoU) within a period of 3 months from the date of issue of the above-mentioned OM failing which the Hospital will be derecognized (Two original copies of MoU duly signed by the Hospital to be sent for acceptance). Subject to above, the Hospital can start treating Central Government employees covered under CS (MA) Rules, 1944.

22. A communication in acceptance of the Para. 21 above may be sent to the undersigned within a week from the receipt of this Office Memorandum.

G.I. M.H. & P.A. D.M. No. F. No. S.11030 55/2011-CGHS(P),
dated 10-12-2015

**Deduction of CGHS Contribution on change of Grade Pay by
virtue of promotion / grant of NFSG from retrospective date**

This Ministry is receiving requests from various ministries regarding deduction of CGHS Contribution on change of Grade Pay by virtue of promotion / grant of NFSG from retrospective date. The matter was examined in this ministry and a clarification was issued in this regard vide Letter No. S.11030 55/2011-CGHS(P), dated 26-10-2012.

2. Matter is again clarified as under:-

'In cases where pay of a Government employee is revised from a retrospective date, resulting in change of amount of CGHS contribution payable, contribution at the higher slab rate may be recovered only from the date of issue of the Order, i.e., the date on which the Order upgrading his pay was issued, and not the date from which his pay is being effected (retrospectively).'

G.I., M.H. & F.W., O.M.No. 1967/2013/DEL/CGHS/SZ/D52-
CGHS(P), dated 10-12-2015

**Delegation of powers to Heads of Offices for treatment
availed in emergency circumstances – relaxation of rules**

The undersigned is directed to refer to this Ministry's O.M. NO. S. 12020/4/97-CGHS (P), dated 27-12-2006 and O.M. NO. S. 14025/01/2014-MS, dated 5-6-2014 vide which powers were delegated to the Head of Departments (HoDs) to decide the cases of medical claims in respect of treatment obtained in emergency at private hospital/private nursing home/private clinics, subject to item-wise ceiling prescribed under CGHS/CS (MS) Rules, 1944, irrespective of the financial limit on the total amount to be reimbursed.

2. The matter has been examined in this Ministry. In view of undue hardships being faced by the employees whose offices are located in far-flung areas and whose HoD are at New Delhi or at any other place far away from the respective offices, it has been decided to further delegate the powers as follows:-

"The Heads of Office not below the rank of Joint Secretary to the Government of India may decide the cases of medical claim in respect of treatment obtained in emergency at private hospital/private nursing home/private clinics, as per the item-wise ceiling prescribed under CGHS/CS (MA) Rules, 1944, subject to an overall limit of ₹ 2 lakhs per case."

3. Other contents of O.M. No. S.12020/4/97-CGHS(P), dated 27-12-2006 and O.M. No. S.14025/01/2014-MS, dated 5-6-2014 will remain unchanged.

4. This issues with the approval of Additional Secretary and Director-General, CGHS and shall be effective from the date of its issue.

**Removal from the list of empanelled Health Care Organizations
under CGHS, Kolkata**

In terms of this Office O.M. No. 16-2/2013-14/Dev./Empanelment/Vol-II 3134, dated the 14th November, 2014 and subsequent O.M. No. 16-2/2013-14/Dev. Empanelment/Vol-II/3456, dated the 27th November, 2014 on the subject "Fresh Empanelment of Private Health Care Organizations (HCOs) and revision of package rates applicable under CGHS, Kolkata - regarding", the Dafodil Hospitals Pvt. Ltd., 276, Canal Street, Kolkata-700 048 which was not accredited by NABH/NABL, was empanelled provisionally for one year subject to the condition that they will get recommended by QCI/NABH/NABL, as the case may be, preferably within a period of six months but not later than one year of its empanelment, failing which its name would be removed from the panel of CGHS and 50% of its Performance Bank Guarantee (PBG) would be forfeited.

Now, as the Dafodil Hospital Pvt. Ltd., 276, Canal Street, Kolkata-700 048 has not been recommended by Quality Control of India, New Delhi vide its Letter No. NABH-CGHS/2015-0275/02, dated the 1st December, 2015, hence its name (both - Hospital and Diagnostic Laboratory Services) is removed from the list of empanelled HCOs under CGHS, Kolkata with immediate effect and it is hereby notified that Dafodil Hospitals Pvt. Ltd., 276, Canal Street, Kolkata-700 048 is no longer empanelled under CGHS, Kolkata from the date of issue of this Office Memorandum and 50% of Performance Bank Guarantee of ₹10,00,000 (Ten lakh) only for Hospital Service and of ₹ 2,00,000 (Two lakh) for Diagnostic Laboratory Service submitted by the HCO i.e. ₹ 5,00,000 (Five lakh) only and ₹ 1,00,000 (One lakh) only respectively are hereby forfeited.

The said HCO is allowed to continue on CGHS panel till 25th December, 2015 at existing CGHS rates to facilitate the patients who are already admitted permitted to continue with their treatment course.

The said HCO is hereby advised to make further efforts for the recommendation of QCI/NABH/NABL at the earliest after fulfillment of all the necessary requirements and may apply again for empanelment in CGHS, Kolkata.

G.I., M.H. & F.W., O.M.F.No. S.14025/41/2015-MS,
dated 16-12-2015

**Clarification regarding dental treatment in private hospitals
recognized under CGHS/CS (MA) Rules, 1944 for CS (MA)
beneficiaries**

The undersigned is directed to refer to O.M. NO. S. 14020/2/87-MS, dated 23-1-1989 in which it was decided that the existing facilities for reimbursement of expenditure incurred on dental treatment in Government Hospitals by Central Government employees and their families be extended to similar treatment availed of in private recognized hospitals on the advice of AMA if such treatment is not available in the nearest Government hospital. Further, vide O.M.No.S.14025/7/2000-MS, dated 23.8.2000, Government employees and members of his family may avail medical facilities from any of the Central Government, State Governments hospitals and the hospitals recognized by the State Government /CGHS/CS(MA) Rules, 1944 as well as the hospitals fully funded by either Central Government or the State Government.

2. During the meeting held on 25-3-2015, National Council (Staff Side) requested this Ministry to issue clarification regarding dental treatment in private hospitals recognized under CGHS/CS (MA) Rules, 1944 for CS (MA) beneficiaries.

3. The matter was examined in the Ministry and it is hereby clarified that medical facilities, which also include dental treatment, can be availed by CS (MA) beneficiaries in any private hospital recognized under CGHS/CS (MA) Rules, 1944 and the hospitals recognized by the State Government on the recommendation of their concerned AMA and after obtaining permission from their respective Department/Ministry. The other terms and conditions as laid down in O.M. No. S.14020/2/87-MS, dated 23-1-1989 remains the same.

G.I., CGHS, O.M.No.3-1/2014-15/CGHS/KNP,
dated 22-12-2015

Removal from CGHS Panel

With reference to the above-cited subject, attention is drawn to O.M.No.S.11045/36/2012-CGHS (HEC), dated 1-10-2014 vide which Jawahar Lal Rohatgi Hospital, 117/52, Sarvodaya Nagar, Kanpur was provisionally empanelled under CGHS Kanpur being a Non-NABH hospital. For continuation of empanelment, as per terms and conditions of empanelment, all Non-NABH/NABH,HCOs were required to get themselves inspected and recommended by Quality Council of India as per basic quality parameters essential to provide requisite health care facilities to CGHS beneficiaries, within one year of their empanelment.

However, Jawahar Lal Rohatgi Hospital, 117/52, Sarvodaya Nagar, Kanpur after inspection by the QCI for continuation of its empanelment with CGHS, has not been recommended due to inadequate number of qualified doctors (MBBS) to work as RMOs, inadequate number of qualified nursing staff and non-availability of AERB registration for X-Ray machine and C-Arm (copy enclosed) - (Not printed). It has been inferred that hospital is unable to provide quality health care services to CGHS beneficiaries. Hence it has been decided to remove this hospital from CGHS empanelled list of HCOs with immediate effect. CGHS beneficiaries already admitted in the hospital would be discharged after completion of their treatment preferably within seven days. Credit bills of CGHS beneficiaries treated beyond that period would be accepted with proper justification.

G.I., CGHS, O.O.No.A.11045/36/2012-CGHS (HEC),
dated 23-12-2015

Empanelment of private hospitals under CGHS, Delhi and NCR

Furtherance to Office Order, dated 16-11-2015 empanelling certain Health Care Organizations (HCOs) under CGHS, the undersigned is directed to convey that in addition to the list of the hospitals(including dental clinics and eye centres) and diagnostic laboratories already empanelled, following Health Care Organizations(HCOs) have also been empanelled under CGHS in Delhi and NCR with issuance of this order. The newly empanelled HCOs may be treated as included in the existing list of empanelled HCOs under CGHS with same terms and conditions as have been indicated in the Office Memorandum, dated 1-10-2014.

Sl. No.	Name of the HCOs	Address and Tel. No.	NABH / Non-NABH	Facilities Empanelled for
1.	Resc Hospital Empanelled with effect from 23-12-2015	S-5, Vishwas Park, Behind Sector-3, Patel Pump, Dwarka, Delhi-110 059. Tel. No. 011-25335555, 25514240, 25333399.	Non-NABH	General Medicine, General Surgery, Bone Marrow Transplant, Cardiology, Cardiothoracic Surgery, Gynaecology and Obstetrics, Gastroenterology.
2.	Noble Diagnostic Centre Empanelled with effect from 23-12-2015	WZ-409-C, Janak Park, Hari Nagar, Opp. Deen Dayal Upadhyay Hospital, Main Gate, New Delhi-110 066. Tel. No. 011-28122166, 28126230.	NABL Accredited/ Non-NABH	Nephrology, Neurology, Neurosurgery, ENT, Eye, Dental, Orthopaedic Surgery including joint replacement, Respiratory Medicine, Pathology, and Diagnostics. Lab facilities and X-ray, Ultrasound, Colour Doppler.

GI, Dept. of Posts, Letter No. 19-12/2008-WL/Sports, dated 9-12-2015

**Admission of children of Gramin Dak Sevaks in
Kendriya Vidyalayas in Civil and Defence areas**

I am directed to refer to this office letter of even number, dated 1-8-2008, on the subject noted above, wherein it was requested to give wide circulation to the consent given by the then Ministry of Human Resource Development to the proposal of extending the eligibility for admission to Kendriya Vidyalayas in favour of children of Gramin Dak Sevaks.

2. It has been reported that the Circles have not adhered to the above directions of the Directorate.

3. It is therefore, again requested to give it a wide circulation so that the children of Gramin Dak Sevaks could take the maximum advantage of the facility extended to them. A copy of the letter received from the then Ministry of Human Resource Development is enclosed herewith (not printed).

**Discontinuation of Interview at Junior Level Posts
in the Government of India - Recommendation of
Committee of Secretaries**

The undersigned is directed to refer to this Department's D.O. of even number, dated 4-9-2015 and subsequent OMs, dated the 9th October, 2015, 11th November, 2015 on the above subject seeking detailed information on the progress made/action taken in the matter.

2. It is informed that Secretary (Personnel) had convened meetings on 11th December, 2015 and 17th December, 2015 to review the progress of implementation of the "No Interview Requirement Proposal" and to get the updated status on the decision / progress made by the various Ministries/Departments. Keeping in view the queries raised by the representative of various Ministries/Departments, the following is once again clarified:-

- (a) The decision to discontinue interview for recruitments is for all Group 'C', Group 'D' (which are now reclassified as Group 'C') Posts and for non-Gazetted posts of Group 'B' Category and all such equivalent posts.
- (b) The "No Interview Requirement" proposal has to be implemented for all the junior level posts in Government of India Ministries/Departments/Attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings.
- (c) Instructions issued by the Department of Public Enterprises on 14th December, 2015 vide O.M. No. DPE-GM to all Administrative Ministries concerned with CPSES under them with advice to dispense with the practice of interview (copy enclosed) — (Not received - not printed).
- (d) The timelines set regarding completing the process of the discontinuation of interview by 31-12-2015 has to be adhered to strictly. From 1st January, 2016, there will be no recruitment with interview at the junior level posts as mentioned at 2(a) above, in Government of India Ministries / Departments / Attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings. All the advertisements for future vacancies will be without the Interview as part of the recruitment process.
- (e) The interviews will be done away even in cases where in the past the selections used to be made purely on the basis of performance in the interview. The Ministries / Departments / Organizations will consider revising the scheme for selection for such cases.
- (f) It is also clarified that as Skill Test or Physical Test is different from Interview, and they may continue. However, these tests will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests.
- (g) In case of specific posts where the Ministry/Departments wants to continue undertaking Interview as a process of recruitment, a detailed proposal seeking exemption will have to be sent to the DoP&T with the approval of the Minister/Minister in-charge.

3. All the Central Ministries/Departments are therefore requested to ensure that necessary action in respect of their Ministry/Department/Organizations are completed within the stipulated time. A consolidated report with the details of the decision taken / progress made in this regard should also be furnished to this Department at the earliest and not later than 7th January, 2016. Report so to be furnished with the approval of the Minister / Minister in-charge shall include the details of the name and number of posts where the interview is discontinued and posts for which the exemption has been sought within the purview of the administrative Ministries/Departments.

4. A soft copy of the consolidated information may also be sent to this Department at sumita.singh@nic.in.

G.I., Dept. of Per. & Trg.,
O.M. No. F. No. Misc-14017/15/2015-Estt. (RR), dated 11-1-2016

**Instructions regarding time-limit for holding examinations /
interviews from the date of advertisement for the post
under direct recruitment**

The undersigned is directed to refer to the subject and to say that it has come to notice of this Department that there are instances of a long time-lag between the date of advertisement for the vacancy and date of examination or interview. This delay may deny the opportunity to fresh candidates who become eligible during that period, while creating an atmosphere of uncertainty to candidates who have applied.

2. All Ministries / Departments are, therefore, requested that while initiating the recruitment process to fill vacant posts(s) by the method of direct recruitment in their Ministries / Departments, it may be ensured that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months.

3. The administrative Ministries / Departments may issue similar instructions to Autonomous Bodies / PSUs / Statutory Bodies under their administrative control.

**Central Civil Services (Leave Travel Concession) Rules, 1988 -
Fulfilment of Procedural requirements**

This Department is in receipt of a number of references regarding the procedural difficulties faced by the Government employees in application and settlement of the LTC claims. Sometimes, the Government servants find that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions while in the other cases the delay was caused in the late processing of LTC claims.

2. To remove these bottlenecks, this Department has decided to simplify the procedure of application and make the procedure of processing LTC claims time bound. The following time-limits shall be followed in processing the LTC applications/claims of the Government servants.

Course of action	Time-limit
Leave Sanction	5 days + 2 days*
Sanction of LTC advance	5 days + 2 days*
Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 days + 2 days*
Time taken by DDO	5 days + 2 days*
Time taken by PAO	5 days + 2 days*

* It may be noted that in cases where the place of posting of the Government employees is away from their Headquarters, additional 2 days transit-time may be allowed. The person proceeds on LTC after Sl. No. 1 and 2 i.e. after ten days of applying LTC.

3. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The pro forma for self-certification has been annexed with this O.M.

4. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she may be provided with a copy of the guidelines (*enclosed*) which needs to be followed while availing LTC.

5. Employees may be encouraged to share interesting insights and pictures, if any, of the destination he/she visited while availing LTC on an appropriate forum.

6. Comments of the above proposal may be furnished within 15 days via e-mail to e-mail address [jha.sn\(@\)nic.in](mailto:jha.sn(@)nic.in).

Pro forma for self-certification by the Government employee

I, Shri/Smt./Kumari (*Name of the Government servant*) wish to confirm that I am availing (Home Town/Any Place in India) LTC in respect of self/family member(s) for the block year to visit (*Place of visit*) during (*dates of journey*). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:-

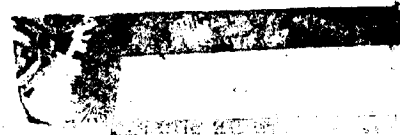
Sl. No.	Name(s)	Age	Relationship with the Government servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

Guidelines

1. Please ensure that you have applied for leave and submitted the completely filled self-certification form to your Administration before the LTC journey is undertaken.



2. Please check the eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four-year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.

3. Please note that the current two-year block is 2016-17 and the current four-year block is 2014-17.

4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to Any Place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoP&T's O.M. No. 31011/7/2013-~~lett.~~(A-IV), dated 26-9-2014 (~~Sl. No. 208 of Swamy's Annual, 2014~~) available on 'www.permin.ric.in' <<'OMs & Orders' <<'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit'.

5. A fresh recruit may at his option choose to avail LTC under the normal LTC rules as entitled to other regular Government employees subject to the condition that he/she will have to forego his/her eight years LTC entitlement. It may be noted that the option once exercised shall be treated as final for the initial eight occasions of LTC and the fresh recruit shall not be allowed to change it in a later stage.

6. The retiring Government employees are eligible to avail LTC as per their entitlement, provided that the return journey is performed before the date of retirement. LTC is not allowed after retirement.

7. Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.

8. ~~Travel by private modes of transport is not allowed on LTC; however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an~~ Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point-to-point with the specific approval of the State Governments/Transport authorities concerned and are authorized to ply as public carriers.

9. If a Government servant travels up to the nearest airport/railway station by authorized mode of transport and chooses to complete the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi, etc.), if the public transport is already available in that part, then he may be allowed the fare for the journey performed by authorized mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled

to the declared place of visit and is not claiming the fare reimbursement for the same.

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.

11. Reimbursement under LTC scheme **does not cover incidental expenses and expenditure incurred on local journeys.** Reimbursement for expenses of journey is allowed only on the basis of a point-to-point journey on a through ticket over the shortest direct route.

12. The time-limit for submission of LTC claim is :

- ⊗ Within three months of completion of return journey, if no advance is drawn;
- ⊗ Within one month of completion of return journey, if advance is drawn.

13. Government officials entitled to travel by air are required to travel by **Air India only in Economy Class at LTC-80 fare or less** unless permitted to do so by any general or specific provision.

14. Officers not entitled to travel by air may travel by any airlines; however, reimbursement in such cases shall be restricted to the fare of their entitled, class of train or actual expense, whichever is less.

15. In all cases whenever a Government servant travels by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s. Balmer Lawrie and Co. Ltd., M/s. Ashok Tours and Travels Ltd. / IRCTC. Booking of tickets through any other agency is not permissible.

16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable, provided ITDC, STDC, IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he is claiming the Leave Travel Concession.

17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

**Posting of Government employees who have differently
abled dependants**

The undersigned is directed to refer to this Department's OM of even number, dated 6-6-2014 exempting a Government employee, who is also a caregiver of disabled child, from the routine exercise of transfer/rotational transfer subject to the administrative constraints. The word "disabled" includes (i) blindness or low vision, (ii) hearing impairment, (iii) locomotor disability or cerebral palsy, (iv) Leprosy cured, (v) mental retardation, (vi) mental illness, (vii) multiple disabilities and (viii) autism.

2. The matter regarding the scope of "disabled" has been examined in consultation with the Department of Empowerment of Persons with Disabilities. Considering the fact that the child suffering from "Thalassaemia" and "Haemophilia" requires constant caregiver support and it would be imperative for the Government employees to take care of their child suffering from "Thalassaemia" and "Haemophilia" on continuous basis, it has been decided to include "Thalassaemia" and "Haemophilia" in the term of "disabled" defined in Para. 3 of the above-mentioned OM, dated 6-6-2014.

3. The term "disabled" as defined herein and in OMs, dated 6-6-2014 and 17-11-2014 is applicable only as grounds for seeking exemption from routine transfer/rotational transfer of a Government employee who have disabled child.

4. All the Ministries/Departments are requested to bring these instructions to the notice of all concerned under their control.