



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

F.No.110239/51/Cir./2015/KVS (Budget)

Dated: 29/12/2015
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The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. G.I.,M.H.,O.M.No.S.14021/13/2015-MS.,dated 2-9-2015 regarding Recognition of Goyal Hospital and Research Centre Pvt. Ltd.,Jodhpur for treatment of Central Government employees under CS(MA)rules,1944
- 2.G.I.,M.H.,O.M.No.F.No.Z.28015/01/2006-HD/Cell/CGHS/dated 1-10-2015 regarding Empanelment of Ayush Hospitals/Centres under CGHS and CS(MA) Rules for Ayurveda, Unani and Yoga and Naturopathy treatments/procedures and fixation of package rates.
- 3.G.I.,CGHS, Letter No.3-1/2014-15/CGHS/KNP/Part II/4575-99, dated 5-10-2015, intimation regarding NABH/NABL Accreditation of Private HCOs/Diagnostic Centre and Eye Centres empanelled under CGHS, Kanpur.
- 4.G.I.,M.F.,O.M.No.1(3)/2008-E.II(B), dated 1-10-2015 regarding rates of Dearness Allowance applicable with effect from 1-7-2015 to employees of Central Government and Central autonomous Bodies continuing to draw their pay in the pre-revised scale as per Fifth Central Pay Commission.
- 5.G.I., M.F., CPAO, O.M.No.CPAO/Tech./Revision (Pre-2006)/2015-16/941-1011, dated 4-9-2015 regarding payment of arrears of pensions to pre-2006 pensioners with effect from 1-1-2006.
- 6.G.I., Dept. of Per. & Trg., Notfn.No.F.No.27012/3/2014-Estt.(A), dated 15-9-2015 regarding amendment to Central Civil services(Pension)Rules, 1972
- 7.G.I., Dept. of Pen. & P.W., O.M.No.F.No.42/10/2014-P&PW (G), dated 28-9-2015 regarding grant of Dearness Relief to Central Government pensioners/family pensioners - Revised rate effective from 1-7-2015
- 8.G.I., Dept. of Per. & Trg., O.M.No.18019/7/2013-Estt.(L), dated 30.9.2015 regarding simplification of procedure for verification of service - Adherence to the revised format.
- 9.G.I., Dept. of Per. & Trg., O.M.No.10/1/2013-IR, dated 6-10-2015 regarding Format for giving information to the applicants under RTI Act - Issue of guidelines.

10.G.I., Dept. of Per. & Trg., O.M.No.31011/5/2014-Estt.(A.IV),
dated 23-9-2015 regarding procedure for booking of air tickets
on LTC -Clarification.



(S.Muthusivam)

Asstt.Commissioner(Fin.)

Tel. 011-26523070

Distribution:

1. The Deputy Commissioner, KVS, All ROs.
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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.

①

**Recognition of Goyal Hospital and Research Centre Pvt. Ltd.,
Jodhpur for treatment of Central Government employees
under CS (MA) Rules, 1944**

The undersigned is directed to say that the proposal received for recognition of Goyal Hospital and Research Centre Pvt. Ltd., Jodhpur for treatment of Central Government employees and their family members under CS (MA) Rules, 1944 has been examined in this Ministry and found to be in order. It has been decided to grant recognition to the Goyal Hospital and Research Centre Pvt. Ltd., Jodhpur under Central Services (Medical Attendance) 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, Jaipur or hospital's own rates whichever is less. 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's diet, (iv) Operation charges, (v) Injection charges, (vi) Dressing charges, (vii) Doctor/consultant visit charges, (viii) ICU/ICCU charges, (ix) Monitoring 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.

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

(d) Goyal Hospital and Research Centre Pvt. Ltd., Jodhpur shall not charge more than the package rates fixed for CGHS, Jaipur.

(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 AJIMS 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.

(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 Jaipur 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, bed-side 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 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 i/c 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, the Goyal Hospital and Research Centre Pvt. Ltd., Jodhpur 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 came 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 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 Goyal Hospital and Research Centre Pvt. Ltd., Jodhpur 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., O.M. No. F. No. Z.28015/01/2006-HD Cell/CGHS/
dated 1-10-2015

**Empanelment of AYUSH Hospitals / Centres under CGHS and
CS (MA) Rules for Ayurveda, Unani and Yoga and Naturopathy
treatments/procedures and fixation of package rates**

Reference is invited to the Notification. No Z. 28015/01/2006-
HD Cell/AYUSH/CGHS/HQ/Pt-1, dated 3-7-2015 and O.M. No.
Z. 28015/01/2006-HD Cell/CGHS, dated 3-7-2015.

The undersigned is directed to state that after following the prescribed procedure and on submission of required documents like Memorandum of Agreement, Performance Bank Guarantee and Acceptance letter, etc., by the QCI recommended AYUSH Hospitals and Centres for empanelment under CGHS and CS (MA) Rules were considered by the Competent Authority and approved. The list of such AYUSH hospitals and package rates/rates for treatments/procedures are enclosed as Annexures 'A' and 'B' respectively. **The rates and the O.M. is valid for a period of 6 months from 3-7-2015 to 2-1-2016 or new rates are finalized through fresh tender process, whichever is earlier.**

The undersigned is further directed to clarify as under :-

(a) "Package Rate" means rates for a package of treatment of standard set of procedures that are administered to the patient while undergoing treatment for a pre-diagnosed disease condition for the specified time period. **The package rates which are specified for diagnosed diseases/conditions in Annexure 'B' should strictly be adhered. Procedures other than the package rates listed in Annexure "B" for a non-specific disease condition which is not mentioned under package rates will be considered as per the list. The duration of the treatments should not exceed 34 days for Ayurveda and 28 days for Yoga and Naturopathy in the light of OM, dated 1-1-2008 (Sl. No. 71 of Swamy's Annual, 2008).**

(i) This includes all charges pertaining to a particular treatment/procedure including registration charges, admission charges, accommodation charges, cost of medicines, Panch Karma charges, Labour Room charges, charges for Kshar sutra operation/procedure charges, Doctor/Consultant visit charges, Monitoring charges, operation theatre charges, procedural charges/surgeon's fee, cost of disposable surgical charges and cost of all sundries used during hospitalization related to routine investigations, physiotherapy charges, etc. from the time of admission to till discharge. This also is inclusive of all sub-procedures and related procedures to complete the treatment.

(ii) No additional charge on account of extended period shall be allowed if that extension is due to any improperly conducted procedure.

(b) The rates not indicated in Annexure 'B' in respect of items under the head of admission fee, consultation fee, laboratory Investigations / diagnostic tests / procedures, hospitalization nursing care, transportation, engagement of attendants, etc., will be the same as prescribed for recognized private Allopathic Hospitals under the CGHS. The rates pertain to 2008 of allopathic system are applicable as the OM, dated 1-1-2008 (Sl. No. 71 of Swamy's Annual, 2008) of AYUSH procedures are extended.

(c) Reimbursement for treatment / procedures for which prescribed rates have not been indicated in Annexure 'B' will be charged as per actual. The hospitals are not required to give medicines in OPD or at the time of discharge of the patient. Medicines so provided shall not be reimbursable. Procedures / Treatments given to the beneficiary outside the list will be discouraged if justification is not given for doing outside procedures.

(d) Ward entitlement and rates for room charges will be as prescribed earlier for CGHS beneficiaries. Room rent is applicable only for treatment procedures for which there is no prescribed package rate and will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine upkeeping. Expenses on toiletries, cosmetics, telephone bills, etc., are not reimbursable and are included in rates / package rates.

(e) The prescribed rates as indicated in Annexure "B" shall be valid for the period of Memorandum of Agreement required to be signed by the Hospital / Centre with the CGHS in general but in the present case the period is specified in the second paragraph of the O.M. The additional time taken in the MOA is meant to address any dispute arise between the parties while the activities are in operational or in case if extension is required to be obtained from the authorities in exigencies.

3. The treatment at these empanelled AYUSH Hospitals / Centres may be taken only with the prior authorization / permission in accordance with the CGHS Rules or the CS (MA) Rules, as the case may be in force at the time of taking treatment.

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4. (i) In respect of the CGHS beneficiaries, permission for treatment is granted by CMO In-charge/Additional Director / Joint Director, CGHS in case of pensioners, Former Governors, Former Vice-President, Ex-MPs, Freedom Fighters, etc. and by Rajya Sabha / Lok Sabha Secretariat, as the case may be in case of Members of Parliament by the Registrar-General of Supreme Court and by the Registrar, Delhi High Court in respect of serving employees and pensioners of case of serving Government employees; serving employees and pensioners of autonomous bodies covered under CGHS, such permission shall be issued on the basis of recommendation from CMO/SMO i/c of the concerned AYUSH dispensary.

(ii) In respect of the Government employees covered under the CS (MA) Rules, authorization/permission is to be issued by the concerned administrative Ministry/Department based on the recommendations of the AMA of the concerned system of the medicine.

(iii) For Yoga and Naturopathy, Office Memorandum No. 15/11-21/2009/CGHS (SZ)VCGHS (P), dated the 27th October, 2009 which is in force will continue.

5. The AYUSH Hospitals/Centres will not refuse admission/treatment to Central Government employees or their dependent family members who are not CGHS beneficiaries if they produce certified/attested copies of identity cards issued by the Government of India and have been referred to the Hospital/Diagnostic centre by the organization in which they are working and shall not charge more than the prescribed package rates/rates in such cases.

6. An AYUSH Hospital/centre empanelled as above, whose rates for treatment procedures/tests are lower than the prescribed rates shall charge as per actual.

7. (a) Hospitals shall provide credit facility to the following categories of CGHS beneficiaries (including dependent family members, whose names are entered on CGHS Card) on production of valid permission letter:-

- Members of Parliament;

- Pensioners of Central Government drawing pension from central estimates;
- Former Vice-Presidents, Former Governors and Former Prime Ministers;
- Ex-Members of Parliament;
- Freedom Fighters;
- Serving CGHS employees;
- Serving employees of Ministry of Health and Family Welfare (including attached / subordinate offices under the Ministry of Health and Family Welfare); and
- Such other categories of CGHS cardholders as notified by the Government.

(b) Bills should be submitted to the Office of the Rajya Sabha Secretariat / Lok Sabha Secretariat in case of sitting Members of Parliament and to Additional Director, CGHS (Hqrs), Delhi / concerned CGHS city, in case of beneficiaries enlisted above, once in a month.

8. Reimbursement in case of pensioners, Former Governors, Former Vice-Presidents, ex-MPs, Freedom Fighters, etc., is made by Additional Director of concerned CGHS city through BCA and by Rajya Sabha Secretariat / Lok Sabha Secretariat in case of sitting Members of Parliament and by concerned Ministry / Department / Organization in case of serving Government employees, serving employees and pensioners of autonomous bodies covered under CGHS.

9. Any legal liability arising out of such services, responsibility solely rests on the hospital and shall be dealt with by the concerned empanelled hospital/diagnostic centre. Services will be provided by the Hospitals/ Diagnostic centres as per the terms of agreement

10. The Hospitals/Diagnostic centres will give a discount 5% on every cash payment charged directly from the beneficiaries.

CGHS beneficiaries are entitled to facilities of private, semi-private or general ward depending on their basic pay / pension. The entitlement is as follows:-

Sl. No.	Basic Pay (without the inclusion of grade pay)	Entitlement
1.	Up to ₹ 13,950	General Ward
2.	Between ₹ 13,951 and ₹ 19,530	Semi-Private Ward
3.	₹ 19,540 and above	Private Ward

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The room rent will be ₹ 500, ₹ 1,000 and ₹ 1,500 for General Ward, Semi-Private Ward and Private Ward . It is clarified that indoor package rates for Yoga and Naturopathy are inclusive of room rent as per entitlement of the beneficiary.

11. A hospital empanelled under CGHS, whose normal rates for treatment procedure / test are lower than the CGHS prescribed rates shall charge as per the rates charged by them for that procedure / treatment from a non-CGHS beneficiary and will furnish a certificate to the effect that the rates charged from CGHS beneficiaries are not more than the rates charged by them from non-CGHS beneficiaries.

12. 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, bed-side table, sofa set, carpet, etc. as well as a bed for attendant. The room has to be air-conditioned.

13. 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.

14. General ward is defined as halls that accommodate four to ten patients.

15. Normally 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 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.

16. 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 empanelled for that treatment procedure / test), after the same has been advised by CGHS / other Government Specialist / CMO in-charge and permission is obtained from the Competent Authority for within the city. For treatments availed by the beneficiary from empanelled list of AYUSH Hospitals from outside city where he is residing, no T.A. & D.A. will be reimbursed, provided the treatments is available in the city of residence.

17. This office memorandum is extension of earlier orders, dated 1-1-2008 relating to empanelment of AYUSH Hospitals and Diagnostic centres under CGHS

18. A copy of this OFFICE MEMORANDUM along with the Annexures of 'A' and 'B' is placed on the website of Ministry, www.mohfw.nic.in/cghs/htm

Annexure - A

**LIST OF AYURVEDIC HOSPITALS APPROVED
UNDER CGHS AND CS (MA) RULES**

**The following Hospitals have been empanelled under CGHS /
CS (MA) Rules for Ayurvedic System from 3-7-2015.**

Sl. No.	Name and Address of the Hospital/Centres	Recommended System
1.	Maharishi Ayurveda Hospital, Block-B, Pocket-P, Shalimar Bagh (West) Delhi- 110 088.	General Ayurveda
2.	KLE Ayurved Hospital Medical Research Centre Shahapur Belgaum-590 003 Karnataka (India)	General Ayurveda
3.	Punarava Ayurveda Hospital, Edappally North P.O. Cochin Kerala-682 024	General Ayurveda
4.	Matha Ayurveda Eye Hospital, Moonga P.O. Near Thachottukavu Trivandrum Pin-695 573	General Ayurveda and Shalakyas
5.	Addlife Basavatarakam Indo-American Cancer Hospital and Research Institute 1st Avenue, Road No: 14 Banjara Hills, Hyderabad-500 034	General Ayurveda
6.	Shri Dhanwantry Ayurvedic College and Dabour Dhanwantari Hospital, Sector-46/B Chandigarh-160 047	General Ayurveda
7.	Lavanya Ayurvedic Cancer Hospital and Research Centre, 74/2 Maidangarhi Extension Chhatarpur Maidangarhi Road, Nr Chhatarpur Mandir, New Delhi	General Ayurveda
8.	Lavanya Ayurvedic Cancer Hospital and Research Centre, Dhawa Estate, Deva Road Near Telco Chinhat, Lucknow (UP) 227 105	General Ayurveda
9.	Parathuvayalil Hospital, Keezhillam P.O., Ernakulam District, Kerala State, India, PIN-683 541.	General Ayurveda

S. No.	Name and Address of the Hospital/Centres	Recommended System
10.	B.S.D. Trust's Ayurved Hospital and Research Centre, Vishwashatidham Off Kesnand Road, At Post Wagholi Taluka Haveli Dist Pune (MH) 412 207	General Ayurveda
11.	Ahalia Ayurveda Medical College Hospital Kozhipara P.O. Palakkad (Dist) Kerala	General Ayurveda
12.	Jaipur Ayurveda Hospital, Village-Vatika Tehsil-Sanganer, Distte- Jaipur, Rajasthan	General Ayurveda
13.	Sree Subramania Ayurvedic Nursing Home Karikkamkulam Karaparamba PO Calicut-673 010 Kozhikode Dist, Kerala.	General Ayurveda
14.	Alvas Ayurveda Medical College Hospital Vidyagiri Moodbidri South Canara Dist. Karnataka State Pin-574 227	General Ayurveda
15.	Kailash Institute of Naturopathy Ayurveda and Yoga, 26, Knowledge Park-1, Greater Noida, Gautam Budh Nagar Uttar Pradesh-201 308	General Ayurveda
16.	Pragati Sparsh Ayurvedic Panchkarma Centre, Pragati Resorts Proddatur Village, Shanker Palli Mandal, Hyd.	General Ayurveda, Ksharsutra and Shalya Karma
17.	Sarathy Ayurvedic Hospital, Elanjichodu Elookkara Muppathadam P.O Aluva Ernakulam, Kerala.	General Ayurveda
18.	Dr. Augustine's Arya Vaidya Asramam Ayurveda Hospital, Thiruvanchikulam, Kodungallur P.O, Trissur Distt, Kerala, Pin. 680 664.	General Ayurveda
19.	Ayurved Hospital, 230, Amarjyoti Layout off Intermediate Ring Road, Domlur Ext., Bangalore, Pin-560 071.	General Ayurveda
20.	Vasudeva Vilasam Nursing Home Near Padma Theertham Fort, TVM-695 023.	General Ayurveda
21.	Sitaram Ayurveda Speciality Hospital, Veliyannur Road, Thrissur, Pin-680 021, Kerala.	General Ayurveda

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**LIST OF YOGA AND NATUROPATHY HOSPITALS
APPROVED UNDER CGHS AND CS (MA) RULES**

The following Hospitals have been empanelled under CGHS /
CS (MA) Rules for Yoga and Naturopathy System from 3-7-2015.

Sl. No.	Name and Address of the Hospital/Centres	Recommended System
1.	Addlife Basavatarakam Indo-American Cancer Hospital and Research Institute 1st Avenue Road No. 14, Banjara Hills, Hyderabad-500 034	Yoga & Naturopathy
2.	Jaipur Ayurveda Hospital Village-Vatika Tehsil-Sanganer, Distte-Jaipur, Rajasthan	Yoga & Naturopathy
3.	Bapu Nature Cure Hospital and Yogashram Gandhi Nidhi Mayur Vihar Ph-1 Patparganj, Delhi-110 091	Yoga & Naturopathy
4.	Kailash Institute of Naturopathy Ayurveda and Yoga, 26, Knowledge Park-1 Greater Noida Gautam Budh Nagar Uttar Pradesh-201 308	Yoga & Naturopathy
5.	Vivekanand Hospital, Vivekanand Pratisthan Parishad, Vivekanand Hospital Khureji, Delhi-51.	Yoga & Naturopathy

ANNEXURE - B

**RATES OFFERED FOR PROCEDURES AS PER EXISTING
OM, DATED 1-1-2008**

Rates prescribed for Ayurveda, Yoga and Naturopathy Treatments/
procedures in respect of the empanelled AYUSH Hospitals / Centres and
will be effective from the date of issue of Office Memorandum No.
Z. 28015/01/2006-HD Cell/CGHS, dated 3-7-2015.

Sl. No.	System of Medicine and Treatment/Procedure	Unit Cost in Rupees ₹
(A) AYURVEDA		
1.	Abhyanga (Sarvanga)	... 200
2.	Tail Shirodhara	... 300
3.	Takra / Dugdha Shiro Dhara	... 150
4.	Pizhichil (Sarvang)	... 350
5.	Pizhichil (Ekang)	... 250

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Sl. No.	System of Medicine and Treatment/Procedure	Unit Cost in Rupees ₹
6.	Dhanyamla Dhara	300
7.	Nasya (Inclusive of Abhyanga and Svedana of Shira, Griva, etc.)	100
8.	Shiro Vasti	300
9.	Kati Vasti	150
10.	Prishta Vasti	150
11.	Shiro Lepa	100
12.	Shastika Shali Pinda Sweda (Navarakizhi)	350
13.	Patra Potali Pinda Sweda	200
14.	Anna Lepa (Sarvang)	300
15.	Upanaha Sweda	100
16.	Avagaha Sweda (With Abhyanga)	200
17.	Kati Avagaha Sweda	100
18.	Sushka Sweda (Sarvanga)	150
19.	Sushka Sweda (Ekanga)	100
20.	Udvaartana	150
21.	Sneha/Anuvasana Vasti (Inclusive of Abhyanga and Swedana)	200
22.	Kashaya/Niruha Vasti (Inclusive of Abhyanga and swedana)	150
23.	Matra Vasti	100
24.	Uttara Vasti	100
25.	Yoga Vasti Package (5 Anuvasana and 3 Niruha Vasti)	1,250
26.	Kala Vasti Package (10 Anuvasana and 6 Niruha Vasti)	2,500
27.	Karma Vasti Package (18 Anuvasana and 12 Niruha Vasti)	5,000
28.	Vaitarana Vasti	150
29.	Ksheer Vasti	150
30.	Vashpa/Nadi Sweda (Sarvanga)	150
31.	Vashpa/Nadi Sweda (Ekanga)	100
32.	Vamana Package (Inclusive of Poorva Karma, Pradhan karma and Paschat karma)	1,000
33.	Virechana Package (Inclusive of Poorva Karma, Pradhan Karma and Paschat karma)	1,000
34.	Netra Tarpana/Aschyotana	100

Sl. No.	System of Medicine and Treatment / Procedure	Unit Cost in Rupees ₹
35.	Netra Putapaka ...	100
36.	Rakta Mokshana (Siravedha and Abhyanga) ...	150
37.	Prachhana/ Jaloka Avacharana ...	100
38.	Snehapana Package ...	750
39.	Ksharsutra application in Bhagandara (Initial) ...	400
40.	Follow up Ksharsutra application in Bhagandara ...	250
41.	Ksharsutra application in Parikartika (Anal Fissure) ...	250
42.	Ksharsutra application in Piles ...	250
43.	Ksharsutra application in other conditions ...	250
44.	Agni Karma ...	200
45.	Kshar Karma ...	150
46.	34-day Pakshaghata treatment package inclusive of Snehana for 7 days, Svedana for 3 days, Virechana for 1 day, Vasti for 8 days, Nasya for 7 days and Shiro Vasti/Shiro Dhara for 8 days ...	5,650
47.	28-day Pakshaghata treatment package inclusive of Shirodhara and Pizhichil for 14 days and Pinda Sweda and Vasti for 14 days ...	17,150
48.	28-day Vata Rakta/Sandhi Roga Treatment package inclusive of Pizhichil for 14 days and Shastika Shali Pinda Sweda and Vasti for 14 days ...	12,950
49.	11-day Shwasa Rog etc. treatment package inclusive of Snehana (Abhyanga and Sneha pana) for 7 days, Swedana for 3 days, Vamana/Virechana for 1 day ...	2,650
50.	11-day Vrikka Roga Treatment package inclusive of Snehapana for 7 days, Avagaha sweda for 3 days and Virechana for 1 day ...	1,750
51.	23-day Sthoulya treatment package-I inclusive of Snehapana for 7 days, Vamana for 1 day, Virechana for 1 day, Takradhara/Udvartana for 14 days ...	3,650
52.	23-day Sthoulya treatment package-II inclusive of Swedana with Udavartana for 14 days, Vamana/Virechana for 1 day and Vasti for 8 days ...	6,550
53.	19-day treatment package for Amlapitta/Parinaamshool/Yakrita-Pleehodara/ other Udara Roga inclusive of Snehana for 7 days, Swedana for 3 days, Virechana for 1 day and Khseer vasti for 8 days ...	2,950

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Sl. No.	System of Medicine and Treatment/Procedure	Unit Cost in Rupees ₹
54.	23-day Manasa Roga (Unmada/Apasmara/Anidra/ Bhrama) treatment package inclusive of Snehana (Bahya and Abhyantara) for 7 days, Svedana for 7 days, Vamana for 1 day, Virechana for 1 day and Shiro Vasti or Shiro dhara for 7 days	5,750
(B) Yoga and Naturopathy		
1.	One week package of Asanas, Pranayam and Meditation minimum one hour per day	150
2.	Two weeks package of Asanas, Pranayam and Meditation minimum one hour per day	250
3.	Four weeks package of Asanas, Pranayam and Meditation minimum one hour per day	400
4.	Shatkarma procedures per week	150
5.	One week package of Nine Naturopathic treatment including special diet	2,100
6.	Two weeks package of Nine Naturopathic treatment including special diet	4,000
7.	Three weeks package of Nine Naturopathic treatment including special diet	6,000
8.	Four weeks package of Nine Naturopathic treatment including special diet	8,000
9.	Naturopathy Massage	200
10.	Physiotherapy applicable to Naturopathy	100
11.	Steam bath	100
12.	Whole Body Mud-Bath	150
13.	Local Mud-Pack/Application	50
14.	Plantian Leaf Bath	50
15.	Thermoleum Bath	50
16.	Magnetotherapy	50
17.	Special Yoga/Naturopathy diet	75

NOTE.- The room rent will be ₹ 500, ₹ 1,000 and ₹ 1,500 for General Ward, Semi-Private Ward and Private Ward . It is clarified that indoor package rates for Yoga and Naturopathy are inclusive of room rent and diet as per entitlement of the beneficiary.

G.I., CGHS, Letter No. 3-1/2014-15/CGHS/KNP/Part II/4575-99,
dated 5-10-2015 addressed to the Director, CGHS

Intimation regarding NABH/NABL Accreditation of Private
HCOs / Diagnostic Centre and Eye Centres empanelled
under CGHS, Kanpur

On the above subject I am enclosing herewith the photocopies of
NABH/NABL Certificates/QCI recommendation Certificates of Private
HCOs/Eye Centres/Diagnostic Centres empanelled under CGHS, Kanpur
for your perusal.

LIST OF PRIVATE HCOs/DIAGNOSTICS CENTRES ACCREDITED WITH NABH/NABL

Serial No.	Name of private HCO/Diagnostic centre	NABH/NABL Accreditation Certificate No.	Accreditation period	Remarks
1.	Bhargava Hospital, 15/263, Civil Lines, Kanpur.	NABL Certificate No. M-0472, dated 9-10-2014	9-10-2014 to 8-10-2016	Nil
2.	Krishna Super Speciality Hospital 363, Harrisganj, Near Tatmil Chauraha, Kanpur.	NABH Certificate No. H-2015-0277, dated 5-3-2015	5-3-2015 to 4-3-2018	Nil
3.	Chandni Hospital (P) Ltd. 9/60, Arya Nagar, Kanpur.	NABH Certificate No. H-2014-0229, dated 12-06-2014	12-6-2014 to 11-6-2017	Nil
4.	Dr. Jawahar Lal Rohatgi Smarak Netra Chikitsalaya (A Unit of The Association for the prevention of Blindness), 117/52, Sarvodaya Nagar, Kanpur.	NABH	27-7-2015 to	Certificate awaited from the QCI
5.	D.S. Memorial Nursing Home (Eye Unit-AELC), C-35, Sarvodaya Nagar, Kanpur.	NABH	26-6-2015 to	-do-
6.	Usha Pathology X-ray and Pathology Centre, Opp. Swaroop Nagar Police Station Road, Kanpur.	NABL	13-6-2015 to	-do-
7.	North Star Hospital 25/11, Canal Road, Kanpur.	NABH Certificate No. H-2015-0296	4-6-2015 to 3-6-2018	Nil
8.	Dr. Jawaharlal Rohatgi Pathology and Micrology Centre 117/52, Sarvodaya Nagar, Kanpur.	NABL Certificate No. M-0569, dated 14-8-2015	14-8-2015 to 13-8-2017	Nil

G.I., M.F., O.M.No.1(3)/2008-E.II(B),
dated 1-10-2015

Rates of Dearness allowance applicable with effect from 1-7-2015 to employees of Central Government and Central autonomous Bodies continuing to draw their pay in the pre-revised scale as per Fifth Central Pay Commission

The undersigned is directed to refer to this Department's O.M. of even number, dated the 24th April, 2015 revising the rates of Dearness Allowance in respect of employees of Central Government and Central autonomous Bodies who continue to draw their pay and allowances in the pre-revised scales of pay as per Fifth Central Pay Commission.

2. The rates of Dearness Allowance admissible to the above categories of employees of Central Government and Central autonomous Bodies shall be enhanced from the existing rate of 223% to 234% with effect from 1-7-2015. All other conditions as laid down in the O.M. of even number, dated the 3rd October, 2008 will continue to apply.

3. The contents of this Office Memorandum may also be brought to the notice of the organizations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

G.I., M.F., CPAO, O.M.No.CPAO/Tech./Revision
(Pre-2006)/2015-16/941-1011, dated 4-9-2015

Payment of arrears of pensions to pre-2006 pensioners with effect from 1-1-2006

In pursuance of DoP&PW, O.M.No.38/37/08-P&PW (A), dated 28-1-2013, pension/family pension of some pensioners/family pensioners were revised with effect from 24-9-2012 through individual amendment authorities.

Now, in pursuance of the orders of the Hon'ble Supreme Court, DoP&PW vide its O.M.No.38/37/08-P&PW(A), dated 30-7-2015 has decided to grant the benefit of revision of pension/family pension with effect from 1-1-2006 in such cases. Keeping in view the sensitivity and urgency of the matter, it has been decided to issue CPPC-wise consolidated amendment authority for such cases which have already been revised with effect from 24-9-2012 whose requisite details are available with CPAO in batches having name of pensioner, PPO number, bank account number, Number and date of last SSA issued as per DoP&PW OM, dated 28-1-2013.

While calculating the arrears following points require special attention:

- (i) Change in the rate of pension/family pension during the period from 1-1-2006 to 23-9-2012 which may be due to death of the pensioner, completion of the period of enhanced family pension and grant of additional pension on attaining the age of 80 years. It may be ensured that the pensioner/family pensioner get the benefit of revised pension from the due date, whether it may be 1-1-2006 or any later date with accurate rate of pension/family pension.
- (ii) The cases of dual family pension should not be mixed with these revision cases as the same have also been effective from 24-9-2012.

Heads of all CPPCs are advised to give special attention to credit the respective pension accounts at the earliest.

Amendment to Central Civil Services (Pension) Rules, 1972

GSR 713 (E).- In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:—

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2015.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules 1972, in Form 25-
(a) in Serial No. 7, for Clause (a), the following shall be substituted, namely:-
“(a) (i) Name of organization (firm or company or co-operative society, etc.).
(a) (ii) Brief nature of the organization.
(a) (iii) Full address of the registered office of the organization.
(a) (iv) Permanent Account Number or Tax Identification Number or Registration Number of the organization”;
(b) for serial number 9, the following shall be substituted, namely:—

“DECLARATION

I hereby declare that-

- (a) I have not been privy to sensitive or strategic information in the last three years of service, which is directly related to the areas of interest or work of the organization that I propose to join or to the areas in which I propose to practise or consult.
- (b) The proposed employment will not involve conflict of interest with the policies of the office held by me during the last three years and the interest represented or work undertaken by the organization I propose to join will not bring me into conflict with the working of the Government.
- (c) The organization in which I am seeking employment is not involved in activities which are in conflict with or prejudicial to India's foreign relations, national security and domestic harmony. The organization is not undertaking any activity for intelligence gathering. The employment, which I propose to take up with the organization also will not entail activities which are in conflict with or involve activities prejudicial to India's foreign relations, national security and domestic harmony.
- (d) My service record is clear, particularly with respect to integrity and dealings with Non-Government Organizations.
- (e) The proposed emoluments and pecuniary benefits are in conformity with the industry standards.
- (f) I agree to withdraw from the commercial employment in case of any objection by the Government.

UNDERTAKING

I hereby solemnly declare that the above information is true to the best of my knowledge and belief and that no material information has been concealed. In the event of any of the information being found to be false, the permission may be withdrawn without assigning any reason and without prejudice to any other action that the Government may consider appropriate including action under CCS (Pension) Rules, 1972 and criminal proceedings.

Date:

Signature of Applicant

Place:

Address of the Applicant".

G.I., Dept. of Pen. & P.W., O.M.No.F. No. 42/10/2014-P&PW(G) Date: 28 Sept 2015

Grant of Dearness Relief to Central Government pensioners/
family pensioners - Revised rate effective from 1.7.2015.

The undersigned is directed to refer to this Department's OM No. 42/10/2014P&PW(G) dated 27th April, 2015 on the subject mentioned above and to state that the President is pleased to decide that the Dearness Relief (DR) payable to Central Government pensioners/family pensioners shall be enhanced from the existing rate of 113% to 119% w.e.f. 1st July, 2015

2. These orders apply to (i) All Civilian Central Government Pensioners/Family Pensioners (ii) The Armed Forces Pensioners, Civilian Pensioners paid out of the Defence Service Estimates, (iii) All India Service Pensioners (iv) Railway Pensioners and (v) The Burma Civilian pensioners/family pensioners and pensioners/families of displaced Government pensioners from Pakistan, who are Indian Nationals but receiving pension on behalf of Government of Pakistan and are in receipt of ad-hoc ex-gratia allowance of Rs. 3500/- p.m. in terms of this Department's OM No. 23/1/97-P&PW(B) dated 23.2.1998 read with this Department's OM No. 23/3/2008P&PW(B) dated 15.9.2008.

3. Central Government Employees who had drawn lump sum amount on absorption in a PSU/Autonomous body and have become eligible to restoration of 1/3rd commuted portion of pension as well as revision of the restored amount in terms of this Department's OM No. 4/59/97P&PW (D) dated 14.07.1998 will also be entitled to the payment of DR @ 119% w.e.f. 1.7.2015 on full pension i.e. the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lump sum payment on absorption and Dearness Pension subject to fulfillment of the conditions laid down in para 5 of the O.M. dated 14.07.98. In this connection, instructions contained in this Department's OM No. 4/29/99-P&PW (D) dated. 12.7.2000 refer.

4. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee.

5. Other provisions governing grant of DR in respect of employed family pensioners and reemployed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's OM No. 45/73/97-P&PW (G) dated 2.7.1999 as amended vide this Department's OM No. F. No. 38/88/2008-P&PW (G) dated 9th July, 2009. The provisions relating to regulation of DR where a pensioner is in receipt of more than one pension will remain unchanged.

6. In the case of retired Judges of the Supreme Court and High Courts, necessary orders will be issued by the Department of Justice separately. Pensioners' Coordinator Sept. - Oct. 2015

7. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.

8. The offices of Accountant General and authorised Pension Disbursing Banks are requested to arrange payment of relief to pensioners etc. on the basis of these instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No. 528-TA, 11/34-80-11 dated 23/04/1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circular No. GANB No. 2958/GA-64 (ii) (CPL)/81 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalised Banks.

9. In their application to the pensioners/family pensioners belonging to Indian Audit and Accounts Department, these orders issue after consultation with the C&AG.

10. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their OM No. 1/3/2015-E.II (B) dated 23rd September, 2015.

**Simplification of procedure for verification of service-
adherence to the revised format**

The undersigned is directed to refer to this Department's OM of even number, dated the 23rd October, 2013 for simplification of procedure for verification of service and adherence of the revised format of the Service Book prescribed by this Department's O.M.No.17011/1/99-Estt. (L), dated 11-3-2008 whereby the revised format of the service Book was circulated for being adopted. The said revised format also includes Part-V where under the record of verification of service is to be maintained.

2. It has been brought to the notice of this Department that the aforesaid provisions of the OM, dated the 23rd October, 2013 and Supplementary Rules as also the provisions of the CCS (Pension) Rules, 1972 as referred to in that OM are not being followed. Consequently, the gaps in service verification, get detected at a very late stage when the concerned Government servant is due to retire on attaining the age of superannuation.

3. In view of this and with the objective of eliminating delays in processing of cases of retiring Government servants, the aforementioned rules and the instructions of this Department are reiterated and it is stated that it may be ensured that the following are strictly adhered to:

- (i) The record of verification of service may henceforth be maintained only in Part-V of the revised format of the Service Book as per the new format prescribed by this Department's aforesaid OM of 11-3-2008.
- (ii) The exercise for ensuring completion of the entries of service verification in the Part-V of the new format, in respect of employees who are retiring within five years, may be undertaken immediately, by the concerned administrative authorities and concluded within a defined time-frame, as may be worked out by such authority.
- (iii) Any gap in the verification of service may be intimated to the employee concerned, and simultaneously appropriate action for ensuring verification of missing spells may be taken by the Head of Office.
- (iv) The concerned Government servant may also be informed of deficiencies and gaps as regards missing entries relating to verification of service and the period thereof.

4. The Department of Pensions and Pensioners' Welfare have also suggested that the administrative authorities, to preclude and to cut down on delays in payment of retiral benefits to Government servants retiring of superannuation, may consider adoption of the following mechanisms and processes:-

- (i) Annual service verification and intimation to every officer regarding Service Verification Status so that any lapse is timely ascertained and corrective action taken.
- (ii) The exercise of Annual verification be monitored by every Ministry/Department/Cadre Controlling Authority on a quarterly basis.

5. All Ministries/Departments are accordingly requested to issue suitable instructions to all Heads of Offices/Pay and Accounts Offices for strict compliance of the above instructions so as to preclude any delays in disbursement of retiral benefits of Government servants.

**Format for giving information to the applicants
under RTI Act - Issue of guidelines**

It has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should, however essentially contain the following information:-

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and e-mail ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the application is transferred under Section 6 (3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding Para. of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

2. In addition, wherever the applicant has requested for 'certified copies' of the documents or records, the CPIO should endorse on the document "True copy of the document/record supplied under RTI Act", sign the document with date, above a seal containing name of the officer, CPIO and name of public authority; as enumerated below:-

True copy of the document/record supplied under RTI Act

Sd/-

Date

(Name of the Officer)

CPIO

(Name of the Public Authority)

Further in case the documents to be certified and supplied is large in number, information on RTI application should be supplied by a designated PIO but the certification of the documents, if need be, could be done by an other junior Gazetted officer.

3. This may be brought to the notice of all concerned.

G.I., Dept. of Per. & Trg., O.M.No.31011/5/2014-Estt.(A.IV),
dated 23-9-2015

Procedure for booking of air tickets on LTC-Clarification

The undersigned is directed to refer to this department's O.M.No.31011/4/2014-Estt.(A-IV), dated the 19th June, 2014 which lays down that the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel agents viz., 'M/s Balmer Lawrie & Company', 'M/s.Ashok Travels & Tours' and 'IRCTC'(to the extent IRCTC is authorized as per DoP&T, O.M.No.31011/6/2002-Estt.(A), dated 2-12-2009 while undertaking LTC journey(s). Vide DoP&T's O.M.No.31011/5/2014-Estt.(A-IV), dated 24-9-2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air-tickets on LTC subject to the conditions stated vide Department of Expenditure's O.M.No.19024/1/2012-E-IV, dated the 5th September,2014.

2. It has been observed that various Ministries/Departments continue to send references to DoP&T seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorized by the aforesaid OM. In most of the cases, the common reason stated by the LTC beneficiaries is that, they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries/Departments are advised to ensure a wide circulation of the guidelines as stated in Para.1 of this O.M. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant.