

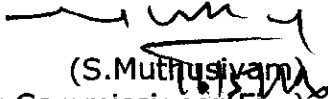
F.No.110239/51/Cir./2016/KVS (Budget) / 833

Dated: 16/05.2016

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.21011/27/2015-Estt.(A-II), dated 11-2-2016 regarding Instructions/Guidelines relating to filling up the integrity column of Annual Performance assessment Reports.
2. G.I., Dept. of Per. & Trg., O.M.No.F.No.2/6/2016-Estt.(Pay-II), dated 17-2-2016 regarding delegation of powers of Ministries/Departments/Borrowing Organizations to extend deputation tenure up to 7 years in cases of deputations covered by DoP&T's O.M.No.6/8/2009-Estt.(Pay-II), dated the 17th June,2010.
3. G.I.,M.F.,O.M.No.F.No.5(2)-B(PD)/2015, dated 3-2-2016 regarding advances to Government servants - Rate of interest for purchase of conveyances during 2015-16.
4. G.I.,M.H. & F.W.,O.M.No.S.11012/1/2012-CGHS(P)-Pt., dated 17-12-2015 regarding application form for CGHS plastic cards - addition of information.
5. G.I.,M.H. & F.W., O.M.No.S.11024/1/2015-CGHS(P), dated 1-1-2016 regarding check-list of documents to be submitted in cases requiring relaxation of procedures in considering requests for medical reimbursement.
6. G.I.,M.H. & F.W., O.M.No.S.14021/03/2014-MS. Dated 12-1-2016 regarding recognition of Al Shifa Hospital Pvt. Ltd.Perintalmanna, Malappuram, Kerala for treatment of Central Government employees under CS(MA)Rules, 1944 - Change of name to KIMS AISHifa Healthcare Pvt. Ltd.
7. G.I.,M.H. & F.W.,O.M.No.S.14025/22/2015-MS, dated 15-1-2016 regarding purchase of licensed ASU &H medicines/drugs by the beneficiaries under CS(MA) Rules,1944.
8. G.I.,M.H. & F.W., O.M.No.S.14021/27/2014-MS, dated 15-1-2016 regarding recognition of Lalitha Super Specialities Hospital(P) Ltd., Guntur for treatment of Central Government employees under CS(MA) Rules, 1944.
9. G.I.,M.H. & F.W.,O.M.No.S.11030/55/2012-CGHS(P), dated 21-1-2016 regarding revised timings for CGHS Wellness Centres.
- 10.G.I.,M.H. & F.W.,O.M.No.S.14025/17/2015-MS., dated 28-1-2016 regarding guidelines and fixation of ceiling limit for reimbursement of the cost of Coronary Stents, Rotablator, Single chamber Pacemaker, Dual Chamber Pacemaker under CS(MA) Rules, 1944 - Revision thereof.

- 11.G.I.Dept. of Per. & Trg. O.M.No.T-25014/1/2016-TRG(ISTM Section), dated 21-1-2016 regarding admissibility of Travelling Allowance(TA) and other expenditure incurred while on training by the Government servants on probation.
- 12.G.I.,Dept. of Per. & Trg., O.M.No.31011/3/2015-Estt.(A.IV), dated 18-2-2016 regarding Central Civil Services(Leave Travel Concession)Rules, 1988 - Fulfilment of Procedural requirements.
- 13.G.I.,Dept. of Per. & Trg. O.M.No.F.No.12/3/2016-JCA2, dated 10-2-2016 regarding by-election to the State Legislative Assemblies of Uttar Pradesh, Madhya Pradesh, Karnataka, Bihar, Telangana, Maharashtra, Punjab and Tripura - Grant of paid holiday.


(S.Muthusivam)
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.

**Instructions/Guidelines relating to filling up the integrity
column of Annual Performance Assessment Reports**

The undersigned is directed to refer the existing instructions / guidelines of this Department on filling up the column relating to integrity in ACRs (now APARs). It has been brought to the notice that many a time Reporting Officers do not make clear and categorical mention about the integrity of the officer reported upon. Further, it has also been seen that in case of doubt of integrity of the officer reported upon, the procedures prescribed for filling up the integrity column in APARs are not being followed appropriately.

2. Now, it has been decided to reiterate the following instructions / guidelines contained in Para. 5.2 of this Department O.M. No. 51/5/72-Ests.(A), dated the 20th May, 1972 on procedures prescribed for filling up the column relating to integrity in APARs:-

- (a) Supervisory Officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilized for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.
- (b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.

- (c) A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.
- (d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.
- (e) There are occasions when a Reporting Officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when an officer is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when an officer has worked under the Reporting Officer only for a brief period or has been on long leave, etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.
- (f) There may be cases in which after a secret report / note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices:

3. It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:-

- (a) Beyond doubt.
- (b) Since the integrity of the officer is doubtful, a secret note is attached.
- (c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

4. All Ministries/Departments are requested to bring it to the notice of all concerned for strict compliance.

G.I., Dept. of Per. & Trg., O.M.No.F.No.2/6/2016-Estt.(Pay-II),
dated 17-2-2016

Delegation of powers to Ministries/Departments/Borrowing Organizations to extend deputation tenure up to 7 years in cases of Deputations covered by DoP&T's O.M.No.6/8/2009-Estt.(Pay-II), dated the 17th June,2010

This Department's O.M.No.6/8/2009-Estt.(Pay-II), dated the 17th June,2010 regulates Pay, Deputation (Duty) Allowance, Tenure of Deputation/Foreign Service and other terms and conditions on the subject of deputation/foreign service of Central Government employees to ex cadre posts under the Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Universities/Union Territories Administration, Local Bodies, etc. and vice versa. Subject to its applicability as provided in Para.2 of the OM, these instructions cover cases of deputation/Foreign Service where Central Government is either lending authority or borrowing authority or both. It provides for duration of maximum Deputation Tenure as 5 years at a stretch. As per Para.8.3.1(iii) of this OM, no further extension beyond the fifth year shall be considered.

2. Various administrative Ministries / Departments / Borrowing Organizations have been approaching this Department for relaxation of the 5 year deputation tenure condition, on case-to-case basis, citing exigencies, quoting provisions of Para. 10 of the OM, dated 17-6-2010 *ibid*.

3. It has been decided that if the administrative Ministries / Departments and other borrowing organizations wish to retain an officer beyond 5 years, they may extend tenure of deputation covered by O.M. No. 6/8/2009-Estt.(Pay-II), dated the 17th June, 2010, where absolutely necessary in public interest, up to a period not exceeding 7 years at a stretch. This shall be done with the approval of the Minister of the borrowing Ministry / Department concerned and in respect of other organizations with the approval of the Minister of the borrowing Ministry / Department with which they are administratively concerned, keeping in view the exigencies and subject to fulfilment of all other requirements such as willingness and vigilance clearance of the Officer concerned, NOC of the lending authority, UPSC / ACC approval, wherever applicable. Thus, no case of extension shall be referred to Department of Personnel and Training, New Delhi.

4. All other terms and conditions issued *vide* O.M. No. 6/8/2009-Estt.(Pay-II), dated the 17th June, 2010 will remain unchanged.

5. In cases where the necessity to have deputation tenures longer than seven years is felt, the concerned administrative Ministries / Departments / borrowing organizations may amend the relevant Recruitment Rules of such deputation post accordingly, after following the requisite procedure. No extension of deputation beyond 7 years is to be allowed unless provided in the relevant Recruitment Rules of such deputation post. It is reiterated that no case for extension beyond five years shall be referred to DoP&T.

6. It is also clarified that cases which are not covered by the OM, dated 17-6-2010 including those where Central Government is neither lending authority nor borrowing authority, will continue to be decided in terms of the relevant provisions / rules / instructions, etc., governing them.

7. These orders shall come into effect from the date of issue of this OM.

G.I., M.F., O.M. No. F. No. 5(2)-B(PD)/2015, dated 3-2-2016

Advances to Government servants - Rate of interest for purchase of conveyances during 2015-2016

The undersigned is directed to state that the rates of interest for advances sanctioned to the Government servants for purchase of conveyances during 2015-2016, i.e. from 1st April, 2015 to 31st March, 2016 are as under:—

	Rate of interest per annum
(i) Advance for purchase of conveyance other than motor car (viz. motor cycle)	9%
(ii) Advance for purchase of motor car	11.5%

The rates remain unchanged from those applicable for the Financial Year 2014-15.

**Application form for CGHS plastic cards – addition of
information**

The undersigned is directed to invite reference to this Ministry's O.M.No.S.11012/3/2011-CGHS(P), dated 29-12-2011 wherein guidelines regarding issue of plastic cards to each CGHS beneficiary (serving and retired) along with the format of application form for CGHS plastic cards were issued.

2. Ministry of Health and Family Welfare is contemplating introduction of ORS (Online Registration System) for CGHS beneficiaries. For this purpose, it has been decided to include contact numbers of all family members of the Government servant/beneficiary in the application form for CGHS plastic cards.

3. The revised application form for CGHS plastic cards for each category of CGHS beneficiary (serving and retired) is annexed. Other contents of the O.M. No. S.11012/3/2011-CGHS(P), dated 29-12-2011 will remain unchanged.

4. This issues with the approval of Additional Secretary and Director-General, CGHS.

FORM - A

**APPLICATION FOR CGHS CARD FOR SERVING
EMPLOYEES OF CENTRAL GOVERNMENT**

1. Name of the Applicant
2. Category - Departmental Services
Pensioners Others (please specify)
(Please Tick Departmental if you are posted in the Ministry of Health and Family Welfare/DGHS/CGHS)
(Please Tick Services if you belong to any specific organized service)
3. Name of Department
4. Name of the Service
(in case of All India / Central Services - IAS/IPS. etc.)
5. Designation Gazetted
Non-Gazetted
6. Pay Band Present Pay
Grade Pay
7. Official Address
8. Residential Address
9. Telephone Number (O) (R) (M)
10. e-mail ID
11. Date of Superannuation / /
Date Month Year
12. Are you on Deputation (Central Deputation) Yes / No
13. If yes, likely date of completion of Deputation
14. Are your services transferable to other cities Yes / No

15. Details of Family

(*Please see definition of Family before filling up this column)

Sl. No.	Name of Family member	Relationship to CGHS Card Holder*	Date of Birth# (Compulsory)	Blood Group (optional)	Mobile No. @

Please attach Proof of age of Persons mentioned above.

@ the Contact No. of the principal beneficiary should be provided in case Contact No. of a particular dependent beneficiary is not available.

16. Are all the persons whose names are given above are dependent upon you and are residing with you? Yes / No

(Please attach proof of their staying with you, like copy of Ration Card / Election ID / Passport / Identity Card / College / School / University / Bank Pass Book, etc.)

17. Paste one ID Card size of Photograph of each member of Family (including self) whose names are included as part of your family in the space given below

Sl. No. Sl. No. Sl. No. Sl. No.
 Name Name Name Name

Sl. No. Sl. No. Sl. No. Sl. No.
 Name Name Name Name

I undertake to intimate to CGHS immediately if there is any change in dependency criteria of my family members included in this application form. If I fail to intimate and if the CGHS comes to know of the change, then the CGHS facility is liable to be withdrawn by the CGHS and the CGHS and / or appropriate authority will be free to initiate any action against me.

I undertake to surrender the CGHS Card(s) on my leaving the Ministry / Office on transfer, retirement, termination, resignation, or on ceasing to be eligible for CGHS benefits.

I certify that the information furnished by me in this application has been verified to be correct and that no information has been concealed or has been misrepresented and I stand by the same.

Encl: Proof of Residence / Stay of dependents

Proof of age of son / Disability certificate

Signature of Applicant

**(TO BE FILLED BY THE SPONSORING AUTHORITY
IN CASE OF SERVING EMPLOYEES)**

The information furnished by the applicant has been verified and found to be correct. It is recommended that a CGHS card be issued to Shri / Smt. / Kumari
Designation in this Ministry / Department / Organization.
It is recommended that a CGHS Card be issued to Shri / Smt. / Kumari
..... Instructions have been issued to the concerned Division to start deducting CGHS Subscriptions every month from the salary of the applicant / CGHS Subscriptions are deducted every month from the salary of the applicant. I am authorized sponsoring authority for the issue of CGHS Card and approval of the Competent Authority has been obtained.

No.

Date

*Signature and Name of the
Sponsoring Authority*

**Designation (Stamp)
with Tel. Number**

To

The Additional Director / Joint Director, CGHS of concerned CGHS City

(TO BE FILLED BY THE SPONSORING AUTHORITY
IN CASE OF SERVING EMPLOYEES AND PENSIONERS
OF AUTONOMOUS BODIES COVERED UNDER CGHS)

The information furnished by the applicant has been verified and found to be correct. It is recommended that a CGHS Card be issued to Shri/Smt./Kumari, Designation working in this Ministry / Department / Organization. Instructions have been issued to the concerned Division to start deducting CGHS Subscriptions every month from the salary of the applicant / CGHS Subscriptions are deducted every month from the salary of the applicant. I am authorized sponsoring authority for the issue of CGHS Card and approval of the Competent Authority has been obtained.

Enclosed DD bearing No., dated drawn on Bank Branch / Postal Order No. for ₹

* In case of Pensioners of Autonomous bodies entitled for CGHS facilities.

No.

Date

Signature and Name of the Sponsoring Authority

Designation (Stamp)

with Tel. Number

Stamp X

To

The Additional Director, CGHS (HQ), Sec-12, R.K. Puram, New Delhi

Verified by Authorized Signatory, CGHS(HQ) valid up to

CGHS Dispensary Allotted Entitlement.

* (to be filled by CGHS)

Signature with Stamp

FORM-B

APPLICATION FOR CGHS CARD FOR PENSIONERS
OF CENTRAL GOVERNMENT

1. Name of the Applicant

2. Category Pensioners Others (please specify)

3. Name of Department / Service from where retired
4. Last Pay Basic Pension
(in case of Pensioners)/pre-revised
5. Residential Address
6. Telephone Number (R) (M)
7. e-mail ID
8. Date of Superannuation / /
Date Month Year

9. Details of Family
(*Please see definition of Family before filling up this column)

Sl. No.	Name of Family member	Name in Hindi	Relationship to CGHS Card Holder*	Date of Birth# (Compulsory)	Blood Group (optional)	Mobile No. @
			Self			

Please attach Proof of age of Persons mentioned above.

@ the Contact No. of the principal beneficiary should be provided in case Contact No. of a particular beneficiary is not available.

10. Are all the persons whose names are given above dependent upon you and are residing with you? Yes / No

(Please attach proof of their staying with you, like copy of Ration Card / Election ID / Passport / Identity Card issued by College / School / University / Bank Pass Book , etc.)

11. Paste one ID Card size of Photograph of each member of Family (including self) whose names are given above as part of your family in the space given below.

Sl. No. Sl. No. Sl. No. Sl. No.

Name Name Name Name

Sl. No. Sl. No. Sl. No. Sl. No.

Name Name Name Name

I undertake to intimate to CGHS immediately if there is any change in dependency criteria of my family members mentioned in this application form. If I fail to intimate and if the CGHS does not know of the change, then the CGHS facility is liable to be withdrawn by CGHS and the CGHS and/or appropriate authority will be free to take any action against me.

I undertake to surrender the CGHS Card immediately if I am no longer eligible for CGHS benefits.

I certify that the information furnished by me in this application has been verified to be correct and that no information has been concealed or has been misrepresented and I stand by the same.

- Proof of Residence / Stay of dependants
- Proof of age of son / Disability certificate
- Surrender Certificate of CGHS Card while in service
- Attested copies of PPO and Last Pay Certificate

Enclosed DD bearing No., dated drawn on Bank Branch / Postal Order No. for ₹

To

The Additional Director, CGHS(HQ), 9, Bikaner House Hutments, Shahjahan Road, New Delhi.

Verified by Authorized Signatory, CGHS(HQ) valid up to/...../..... for Rest of Life

CGHS Dispensary Allotted

* (to be filled by CGHS)

Entitlement : General Ward / Semi-Private Ward / Private Ward

Signature

INSTRUCTIONS

Definition of Family:

- (1) Husband / Wife (First wife only)*
- (2) Dependent Parents / Stepmother (in case of adoption, only adoptive and not real parents).
- (3) If adoptive father has more than one wife, the first wife only.
- (4) A female employee has a choice to include either her dependent parents or her dependent parents-in-law; option exercised can be changed only once during service.
- (5) Children including legally adopted children, step children and children taken as wards subject to the following conditions:-

(i)	Son	Till he starts earning or attains the age of 25 years, whichever is earlier.
(ii)	Daughter	Till she starts earning or gets married, irrespective of the age-limit, whichever may be earlier.
(iii)	Son suffering from any permanent disability of any kind (physical or mental) as defined below	Irrespective of age-limit.

(iv)	Dependent divorced / abandoned or separated from their husband / widowed daughters and dependent unmarried / divorced / abandoned or separated from their husband / widowed sisters	Irrespective of age-limit.
(v)	Dependent Minor brother(s)	Up to the age of becoming a major.

For the purpose of availing CGHS facility for a disabled son above 25 years, please attach a copy of the certificate of disability issued by the Competent Authority.

'Disability' will be AS DEFINED IN SECTION 2(1) OF 'THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS AND FULL PARTICIPATION) ACT, 1995 (NO: 1 OF 1996)' WHICH IS REPRODUCED BELOW:-

"(1) "DISABILITY" MEANS

- (I) BLINDNESS
- (II) LOW VISION
- (III) LEPROSY CURED
- (IV) HEARING IMPAIRMENT
- (V) LOCOMOTOR DISABILITY
- (VI) MENTAL RETARDATION
- (VII) MENTAL ILLNESS

Dependency:

Members of family (other than spouse) whose income is less than ₹ 3,500 + DA per month are treated as dependent if they are normally residing with CGHS beneficiary.

The following documents are to be submitted by pensioners applying for issue of new pensioners: CGHS Card

- (i) Proof of Residence / Stay order / copy of Ration Card / Electoral ID / Passport / Identity Card by College / School / University / Bank Pass Book
- (ii) Proof of age of son
- (iii) Attested Copy of Disability Certificate issued by Competent Authority (in case of dependents aged 25 and above)

For Pensioners applying for CGHS Card for the first time, the following Additional Documents are required:

- (iv) Surrender Certificate of CGHS Card while in service.

(v) Attested copies of PPO / Last Pay Certificate

Contribution by Pensioners should be made by Bank Draft (Scheduled Banks) payable in Delhi in favour of "Pay and Accounts Officer, CGHS, Delhi".

FORM - C

(To be submitted in duplicate)

Name of Ministry/Department

Challan of requisitions of CGHS Cards sent to the Office of Additional/ Joint Director, CGHS

(To be sent in duplicate)

Total No. of Applications

Sl. No.	Reference No.	Date	For whom requisitioned	Name / Designation

Receipt Stamp
 CGHS Cards are likely to be ready for delivery on
 Receipt Clerk. CGHS

Signature of Despatcher
 Name in Block letters

FORM - D

Shri Designation holder of Identity Card No. is authorized to deliver the Requisitions for issue of CGHS Cards and also to collect the CGHS Cards.

His specimen signatures are given below:-

Specimen Signatures

1.

2.

Signature of the Sponsoring Authority

Received I / Card No(s)

Date and Time

Signature of the recipient

13

FORM OF REGISTER TO BE MAINTAINED BY THE MINISTRIES / DEPARTMENTS, ETC.

Sl No	Sl. No. and the date of issue of CGHS card(s)	Date of receipt in Ministry / Office	Name and designation of the CGHS cardholder	Department in Ministry / Office	Signature of the Govt. servant receiving the CGHS Card(s)	Date of withdrawal and reasons thereof	Date of physical verification and signature of the inspecting officer	Remarks
1	2	3	4	5	6	7	8	9

13

**Check-list of documents to be submitted in cases requiring
relaxation of procedures in considering requests for medical
reimbursement**

The undersigned is directed to refer to this Ministry's O.M.No.4-18/2005-C&P(Vol.1-Pt.(1), dated 20-2-2009 and H.11022/01/2014-MS, dated 15-7-2014 regarding relaxation of procedures to be followed in considering requests for medical reimbursement claims in respect of CGHS and CS(MA) beneficiaries, respectively.

2. In this context, the list of documents to be submitted while forwarding such cases to this Ministry shall be as per the check-list enclosed.

**Check-list of documents to be submitted by the referring
Ministry/Department for the cases requiring relaxation by
Ministry of Health and Family Welfare**

- (i) The case should be referred to this Ministry with the specific recommendations of the concerned Joint Secretary/HoD of the concerned Ministry/Department along with all supporting documents.
- (ii) Justification for full reimbursement along with the details of the patient including name of the patient, Beneficiary ID, a copy of the CGHS card and name of primary card holder (if other than patient).
- (iii) Amount of expenditure incurred on the treatment and item-wise break-up and hospital-wise break-up. In case of implants/appliances, if used, copy of purchase invoice of hospital/outer pouch sticker.
- (iv) Amount admissible under CGHS/CS (MA) rates.
- (v) Photocopy of the medical reimbursement claim form of CGHS/CS (MA) Rules, submitted by the beneficiary.
- (vi) Copy of the permission letter/sanction order issued for advance/reimbursement of expenses, if any.
- (vii) Amount of advance released, if any.
- (viii) Name of the hospital from where treatment taken, duration of treatment along with its status of recognition of hospital under CGHS/CS (MA).
- (ix) Photocopy of the bill from the hospital reflecting the statement of expenditure.
- (x) Copy of the permission letter issued by the Department for the treatment taken/to be taken in recognized/non-recognized hospitals, if any.
- (xi) Photocopy of the Discharge summaries, Investigation reports (a copy of progress report in case of prolonged stay in the hospital).
- (xii) Photocopy of the certificate of emergency treatment issued by the hospital.
- (xiii) Name, Designation, Mobile No. and Telephone No. of the officer who can provide additional information in the case of necessity.

*G.I., M.H. & F.W., O.M. No. S.14021/03/2014-MS,
dated 12-1-2016*

**Recognition of Al Shifa Hospital Pvt. Ltd. Perintalmanna,
Malappuram, Kerala for treatment of Central Government
employees under CS (MA) Rules, 1944 - Change of name to
KIMS AlShifa Healthcare Pvt. Ltd.**

The undersigned is directed to refer to OM, of even number, dated 6-4-2015 whereby Al Shifa Hospital Pvt. Ltd. Perintalmanna, Malappuram, Kerala was recognized for treatment of Central Government employees under CS (MA) Rules, 1944. It is informed that pursuant to the certificate, dated 25-5-2015 issued by Ministry of Corporate Affairs regarding change of name of Al Shifa Hospital Pvt. Ltd., the name of the said hospital has been changed from Al Shifa Hospital Pvt. Ltd. to **KIMS AlShifa Healthcare Pvt. Ltd.**

2. Accordingly, the name Al Shifa Hospital Pvt. Ltd. may be read as **KIMS AlShifa Healthcare Pvt. Ltd.** The other terms and conditions as laid down in O.M. No. S.14021/03/2014-MS, dated 6-4-2015 will remain same.

G.I., M.H. & F.W., O.M. No. S.14025/22/2015-MS, dated 15-1-2016

Purchase of licensed ASU&H medicines/drugs by the beneficiaries under CS (MA) Rules, 1944

The undersigned is directed to refer to the O.M. No. S.14022/1/80-MS, dated 26-8-1982 *vide* which list of approved Ayurvedic / Unani / Siddha / Homoeopathic pharmacies / firms was provided from where Central Government servants could purchase Ayurvedic, Unani, Siddha and Homoeopathic medicines after being prescribed by their Authorized Medical Attendants.

2. During the meeting held on 25-3-2015, National Council (Staff Side) stated that since the approved pharmacists / firms were very few and far between, the Government employees who opt for treatment under Ayurveda, Unani, Siddha and Homoeopathy, had to face inconvenience and difficulties in purchasing these medicines in time. They, therefore, requested this Ministry to permit the Government employees to purchase such medicines from all Chemists / Druggists / Stockists licensed under the Drugs and Cosmetics Act.

3. The matter was examined in this Ministry in consultation with Ministry of AYUSH and it has been decided with the approval of the Competent Authority that beneficiaries under CS (MA) Rules, 1944 may purchase only licensed ASU&H medicines / drugs prescribed by their AMAs from the nearest source available.

4. The concerned Department / Ministry / Office should ensure the authenticity of the medical claims submitted. In case of any clarification, Ministry of AYUSH may be approached by the concerned Department / Ministry / Office.

5. The O.M. No. S.14022/1/80-MS, dated 26-8-1982 stands withdrawn from the date of issue of this OM.

**Recognition of Lalitha Super Specialities Hospital (P) Ltd.,
Guntur for treatment of Central Government employees
under CS (MA) Rules, 1944**

The undersigned is directed to say that the proposal received for recognition of Lalitha Super Specialities Hospital (P) Ltd., Guntur 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 Lalitha Super Specialities Hospital (P) Ltd., Guntur 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, Hyderabad. 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 food, (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 supplies 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) Lalitha Super Specialities Hospital (P) Ltd., Guntur shall not charge more than the package rates fixed for CGHS, Hyderabad.

(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.

(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 Hyderabad 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 higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the entitlement of the beneficiary, then the hospital can only provide the treatment in the category of the beneficiary through the treatment ward or general ward.

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

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

8. The hospital shall honour permission letter issued by Competent Authority and provide treatment/investigation facilities as specified in the permission letter.

9. The hospital shall also provide treatment/investigation facilities to the eligible beneficiaries and their eligible dependent family members at the empanelled hospitals 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. 20

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 rates will be permissible for major procedure and only 30% of charges for minor procedure.~~

16. Further, Lalitha Super Specialities Hospital (P) Ltd., Guntur 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 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 Lalitha Super Specialities Hospital (P) Ltd., Guntur 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. & F.W., O.M.No.S.11030/55/2012-CGHS(P),
dated 21-1-2016


Revised timings for CGHS Wellness Centres

The undersigned is directed to refer to this Ministry's OM of even number, dated the 24th March,2015 vide which the revised timings of 7.30 a.m. to 2.00 p.m. in the CGHS Wellness Centres were initially adopted on a trial basis and later on extended up to 31st December, 2015 vide this Ministry's OM of even number, dated the 13th July,2015.

2. The matter has been examined in this Ministry and after due consideration, it has been decided to adopt the revised timings 7.30 a.m. to 2.00 p.m on a regular basis for CGHS Wellness Centres as per the following details :-

- (i) The CGHS Wellness Centres will be functional from 7.30 a.m. to 2.00 p.m. without a lunch break.
- (ii) The CGHS Wellness Centres in New Delhi which are currently functional for 24 hours, will continue to function as usual in shifts.
- (iii) These timings will be applicable to all CGHS Wellness Centres in all CGHS cities across the country.
- (iv) These timings would also apply to the AYUSH dispensaries / units under CGHS all over the country.

3. This issues with the approval of Minister of Health and Family Welfare.



G.I.,M.H. & F.W., O.M.No.S.14025/17/2015-MS,
dated 28-1-2016.

**guidelines and fixation of ceiling limit for reimbursement of
the cost of Coronary Stents, Rotablator, Single Chamber
Pacemaker, Dual Chamber Pacemaker under CS(MA)
Rules, 1944 – Revision thereof**

The undersigned is directed to refer to the O.M.No.S.14025/17/96-MS, dated 30-9-1997 whereby ceiling limits for reimbursement of the cost of Coronary Stents, Rotablator, Single Chamber Pacemaker and Dual Chamber Pacemaker were fixed under CS (MA) Rules, 1944. It is stated that the rates for various coronary stents were thereafter revised vide O.M.F.No.Misc.1002/2006/CGHS(R&H)/CGHS (P), dated 21-2-2013 and subsequent OM, dated 29-4-2014 for CGHS/CS(MA) beneficiaries. Further, ceiling rates for reimbursement of the cost of Cardiac Pacemaker, AICD, Combo-device, Rotablator and Aortic Stent Graft were also revised vide O.M.No.12034/2014/Misc./CGHS D.III, dated 22-7-2014 for CGHS/CS(MA) beneficiaries.

2. During the meeting held on 25-3-2015, National Council (Staff Section) for obtaining permission from DGHS entailed procedural requirements. Therefore, requested this Ministry to delegate power of authorization for implantation of the above-mentioned items to the concerned Ministry/Department to which CS (MA) beneficiary is attached. The matter was examined by the Ministry and decided to be as under:

(a) Permission for the said implants, including pacemaker shall be granted on the basis of advice of Government Cardiologist in the concerned Ministry/Department to which CS (MA) beneficiary is attached.

(b) In case of implantation of stent in emergency, reimbursement shall be subject to *ex post facto* approval by the concerned Ministry/Department, in consultation with experts, if necessary.

(c) In case of more than two stents become necessary, opinion of Interventional Thoracic Surgeon of Government Hospital should be taken to assess/explore other alternative beneficial treatment for patient.

(d) In case of Coronary lesion of intermediate severity (50% - 70% lesions) prior Fractional Flow Reserve (FFR) or equivalent test for reversible ischemia would be mandatory prior to stenting.

(e) Once temporary pacing has been done in a patient requiring permanent pacemaker, the permission should be taken from a Government Cardiologist prior to permanent pacemaker implantation.

3. The other terms and conditions laid down in O.M. F. No. Misc.1002/2006/CGHS(R&H)/CGHS(P), dated 21-2-2013 and O.M. No. 12034/2014/Misc./CGHS D.III, dated 22-7-2014 will remain the same.

4. This OM will supersede the O.M. F. No. S.14025/17/96-MS, dated 30-9-1997.

5. This issue with the approval of Competent Authority.

G.I. Dept. of Per. & Trg. O.M. No. T.25014/II/2016-TRG
(ISTM Section), dated 21-1-2016

**Admissibility of Travelling Allowance (TA) and
other expenditure incurred while on training
by the Government servants on probation**

Institute of Secretariat Training and Management (ISTM) is conducting Foundation Training Course of newly recruited Assistant Section Officers (DR) and Stenographers (DR). ISTM has received number of references from various Ministries and Departments, requesting clarification, whether the expenditure incurred by trainee Assistants, who are re-designated as Assistant Section Officers, for their boarding, lodging, while undergoing Foundation Training under the aegis of ISTM can be reimbursed to them. Representations have also been received from Assistant Section Officers, through their administrative Ministries in this

The matter has been examined in consultation with the IFD (MHA) reference to the Supplementary Rules 164 and instructions issued by Government from time to time under the aforesaid Rules, which relate to claims of Travelling Allowances while on training by probationers. The position is clarified as under:-

- (i) No Travelling Allowance may be allowed for the onward journey for joining the training institute;
- (ii) No Travelling Allowance may be allowed to the probationers while they are taken for outstation for training activity;
- (iii) Probationers have to pay boarding / lodging / transport charges, if any, from their pocket.
- (iv) No daily allowance may be admissible.
- (v) One side TA may be allowed to the participants while reporting for duty in the allocated Ministry / Department on completion of the Training Programme from an outstation Institute, which are located at Hyderabad, Kolkata, Chandigarh, Shimla and Jaipur, where such training is being conducted by ISTM at present, or any other State Training Institute, which may be identified later, outside NCR.

3. All Ministries / Departments of Government of India are, therefore, advised to decide the claims made by Assistant Section Offices in respect of reimbursement of expenditure by them for boarding / lodging and other transport charges during the period of their Foundation Training conducted by ISTM, in accordance with the provisions contained at Para. (2) of this O.M. In case, any reimbursement has already been made, the same may be recovered immediately.

4. This issues with the concurrence with the IFD (MHA), vide their Dy. No. 299/Fin.II/15, dated 31-12-2015.

**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 claim that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions. It is alleged that in some cases, processing of LTC claims takes unduly long time, particularly when the employee and the sanctioning authorities are located at different stations.

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

Sl. No.	Course of action	Time-limit
1.	Leave Sanction	5 working days + 3 working days*
2.	Sanction of LTC advance / leave encashment	5 working days + 3 working days*
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 working days + 3 working days*
4.	Time taken by DDO	5 working days + 3 working days*
5.	Time taken by PAO	5 working days + 3 working days*

*(a) Additional 3 days transit-time may be allowed in cases where place of posting of the Government employees is away from their headquarters. The Government employee may proceed on LTC after on Sl. No. 1.

(b) Efforts should be made to reduce the duration of processing LTC applications/claims at the earliest. The maximum time-limit should be strictly adhered to and non-compliance of time-limit should be adequately explained.

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 O.M. (Not printed - Refer Sl. No. 38 of Swamysnews, February, 2016).

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 appropriate forum.

(such as personal vehicle or private taxi, etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the 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 part of journey performed by the private owned/operated vehicle.

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 employees 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. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.

15. In all cases whenever a Government servant claims LTC 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/she is claiming the Leave Travel Concession.

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

G.I., Dept. of Per. & Trg. O.M.No.F.No.12/3/2016-JCA2,
dated 10-2-2016

**By-Election to the State Legislative assemblies of Uttar
Pradesh, Madhya Pradesh, Karnataka, Bihar,
Telangana, Maharashtra, Punjab and Tripura – Grant of
paid holiday**

The undersigned is directed to say that in connection with the By-Election to the State Legislative Assemblies of Uttar Pradesh, Madhya Pradesh, Karnataka, Bihar, Telangana, Maharashtra, Punjab and Tripura, scheduled to be held in February, 2016, the following guidelines, already issued by this Department vide Office Memorandum No.12/14/99-JCA, dated 10-10-2001, have to be followed in respect of the Central Government Offices, including Industrial Establishments in the States:-

In connection with by-election to State Assembly, only such of the employees who are bona fide voters in the relevant constituency should be granted special casual leave on the day of polling. Special Casual leave may also be granted to an employee, who is ordinarily a resident of constituency and registered as a voter, but employed in any Central Government Organization/Industrial Establishment located outside the constituency having the by-election.

2. The above instructions may please be brought to the notice of all concerned.