



सत्यमेव जयते

भारत सरकार

**Government of India**

कार्यालय अपर निदेशक, केन्द्रीय सरकार स्वास्थ्य योजना

**Office of the Additional Director, Central Government Health Scheme,**

केन्द्रीय सदन परिसर, खण्ड-बी, भूतल, सेक्टर-10 विद्याधर नगर, जयपुर - 302039

**Kendriya Sadan Parisar, Block-B, Ground Floor, Sector-10, Vidhyadhar Nagar, Jaipur.**

www.cghsjaipur.nic.in 0141-2235110-117-119 0141-2232842 addcghsjaipur@yahoo.in

No.CGHS/JPR/8-1/2012(Admn.)/

13209-330

Dated: 21.10.2013

**OFFICE MEMORANDUM**

Some points are hereby brought to the notice for information and necessary action;

**1. Surrender of CGHS Card**

CGHS Card is to be surrendered on leaving the Ministry/Office on transfer, retirement, termination, resignation or on ceasing to be eligible for CGHS benefits. In case of transfer to another city, validity of card edited in CGHS data base so that he/she would be ineligible to obtain benefits from that wellness centre. The department shall issue a surrender certificate to employee for getting a new card at new city.

**2. Covered area**

List of covered area and map is available on the website of CGHS, Jaipur. The address of website is www.cghsjaipur.nic.in

Before forwarding the application of issue of CGHS Card, Department may ascertain the covered area given on the website. Related information is available on our website www.mohfw.nic.in - CGHS or www.cghsjaipur.nic.in

**3. Forwarding of application for issue of CGHS Card**

Before forwarding the application, Department may ensure covered area whether the road is fully covered or covered to some extent e.g. Kalwar Road, Sirsi Road & Ajmer Road are covered upto Express Highway.

Pay in Pay Band excluding Grade Pay should be verified.

Mobile number of Govt. servant must be noted.

4. Complete office address, email address, phone No. and Fax No. may also be informed to this office to add in mailing list.
5. Any change in dependency criteria of family members who are availing CGHS facilities should be immediately intimated.
6. For those who have already applied for CGHS plastic card may contact their respective dispensaries for card.

**7. Timings of issue of CGHS Card**

On all working days from 11 a.m. to 4 p.m.

(DR.D.K.GUPTA)

ADDITIONAL DIRECTOR,  
C.G.H.S., JAIPUR.

Copy to for information;  
All the Central Govt. offices situated at Jaipur.