

CIRCULAR

No: AN/PAY/II/1052/MED

Dated : 28 Feb 2013

To,
All the Sub Offices under PCDA, Bangalore
GOs/ SAOs / AOs (Main Office)
All Sections in Main Office

**Sub: Permission for Tests/Investigations at Private Hospitals/Diagnostic laboratories/
Imaging Centers empanelled under CGHS to CGHS Beneficiaries and CS (MA)
Beneficiaries**

It has been decided under GOI, M.O.H & F.W Office Memorandums dated 01.01.13 and 15.01.13 to do away with the procedure of obtaining permission from the department for getting Diagnostic Tests /Investigations done at Private Hospitals/Diagnostic laboratories/Imaging Centers empanelled under CGHS. The copies of referred Office Memorandums are enclosed for reference and guidance.

In order to avoid delay and inconvenience for the employees to obtain prior permission from Main Office, Competent Authority is pleased to delegate the Powers of granting **Permission wherever required** to all the heads of Sub Offices under PCDA, Bangalore as per **Annexure "A"** to this circular.

The features of this delegation are enumerated below:

- The In-charges of the respective offices manning by IDAS Officers may nominate an Officer not below than AO/SAO to exercise the delegated powers.
- The above mentioned powers are personal. In the absence of the regular Officer – in – charge, officiating Officer – in – charge may exercise his/her power, while on leave/TD.
- The officer below than the AO/SAO of above mentioned offices should not exercise the delegated powers.
- Head of Offices (i.e. Offices headed by AO/SAOs) may obtain permission from the Main Office, wherever it is required. Contents of Min of H&FW OM Dt. 01/01/2013 and 15.01.13 may be referred to in this regard.
- Powers for granting of Permission to obtain treatment is delegated to exercise in respect of the officials serving in their respective offices and attached offices like AAO BSO.As such AO,GE (AF) Jalahalli is delegated with powers for officials serving at AO,GE (AF) as well as AAO, BSO, Jalahalli. Similarly, AO,GE (R&D) C V Raman Nagar is delegated with powers for officials serving at AO,GE (R&D) as well as AAO, BSO(R&D) C V Raman Nagar.
- SAO/AO (AN/PAY) of Main Office is delegated with powers for officials (Including IDAS Officers) serving at Main Office,EDP centre and Heads of Offices manning by SAOs / AOs.

All Officers concerned may please refer to CGHS/ PCDA, Bangalore Official Website for recent list of Diagnostics rates and recognised Hospitals/Diagnostic Centres pertaining to the city where the official intends to undergo Diagnostic Tests/ Investigations.

viz.www.cghs.nic.in,<http://msotransparent.nic.in/cghsnew/index.asp>,www.cghsbng.kar.nic.in and www.pcdablr.gov.in

The important points to be observed while granting permissions to CGHS/ CS (MA) beneficiaries are given in Annexure "B" to this circular.

The salient features of Office Memorandums issued by Ministry of Health & Family Welfare, Govt Of India dated 01.01.13 and 15.01.13 are given below:

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- ❖ **CGHS beneficiaries** shall be allowed to undergo **Diagnostic tests/ Investigations** at private hospitals /Diagnostic laboratories /Imaging centers empanelled under CGHS after specific investigations have been advised by a CGHS Medical Officer or a Government Specialist **without requirement of any other referral (permission) letter.**
- ❖ These orders are applicable **only to the CGHS Beneficiaries** for Diagnostic Tests/ Investigations and where **CGHS rates are available.**
- ❖ The medical prescription issued by CGHS Medical Officer/Government Specialist prescribing diagnostic tests/Investigations shall be treated as valid for a **SINGLE USE** within a period of **TWO WEEKS** from the date of prescription unless specifically provided otherwise by the Government Specialist in the prescription, about the date or period after which the prescribed tests are to be conducted for a follow up treatment. The medical prescription would require revalidation or issue of a fresh prescription from the Prescribing CGHS Doctor/ Government Specialist for getting the prescribed tests done after expiry of two weeks, as indicated above.
- ❖ Serving government employees shall enclose the prescription issued by a CGHS Medical Officer or a Government Specialist in **ORIGINAL**, while submitting the medical claim for reimbursement.
- ❖ These orders are **not applicable**
 - **To any Procedure/Treatment to be undergone**, for which Permission should be obtained.
 - For **Diagnostic Tests / Investigations** for which CGHS rates are not available. These cases will require permission from the head of the office.
 - **To CS (MA) beneficiaries** and they will continue to obtain permission for Diagnostic Tests / investigations/ procedures on referral from AMAs till further orders.

All claimants while submitting reimbursement claims should invariably provide the details such as SB a/c number, Bank Name, Branch Name and IFSC code correctly.

This circular may please be brought to the notice of all the Officers and Staff in your Office /Section & new recruits also as and when they report and obtained their signature in token of having noted the contents of this circular for their compliance.

In addition, Heads of **PAO (ORs) ASC (South), Bangalore, PAO (ORs) MEG &C, Bangalore and PAO (ORs) MLI, Belgaum** being a Self DDOs are delegated with powers for auditing and payment of Medical Reimbursement Bills on OPD and Medical advances. Necessary monthly report(including NIL report)may be rendered to MO on or before second working day of the following month without fail. However, reimbursement claims of OPD treatment taken on emergency will have to be sent to MO only along with explanatory letter from the concerned employee explaining the emergency circumstances.

Further clarifications and assistance whenever required regarding this matter can be had from AN/PAY-II of Main office.

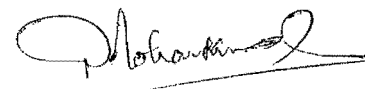
Kindly acknowledge the receipt of the circular.

GO (AN/PAY)

11/3/13

List of Sub Offices under PCDA, Bangalore

SL. NO	OFFICES
1.	PAO (ORs) ASC, Bangalore
2.	PAO (ORs) MEG & C, Bangalore
3.	PAO (ORs) MLI, BELGAUM
4.	PAO (ORs) PARA, BANGALORE
5.	PAO (ORs) CMP. BANGALORE
6.	PAO (ORs) PCTC, BANGALORE
7.	PAO (ORs) ASC (AT), BANGALORE
8.	RAO (MES), BANGALORE
9.	LAO (A), BANGALORE
10.	LAO (B), BANGALORE
11.	LAO (C), BANGALORE
12.	AO GE, CENTRAL, BANGALORE
13.	AO GE (AF) ASTE & SDI, BANGALORE
14.	AO GE (SOUTH), BANGALORE
15.	AO GE (NORTH), BANGALORE
16.	AO GE (AF), HEBBAL, BANGALORE
17.	AO GE (AF), YELHAKANKA, BANGALORE
18.	AO GE (AF), JALAHALLI, BANGALORE
19.	AO GE (R&D), BANGALORE
20.	AO GE, BELGAUM
21.	AO GE (P) GOMANTHK, VASCO, GOA
22.	AO GE (P) (NW), VASCO, GOA
23.	AO GE (I), SEA BIRD, KARWAR
24.	AO GE (AF), BIDAR
25.	AO GE, PANAJI
26.	AO GE, SAMBRA
27.	LAO (DAD), BELGAUM
28.	LAO (A), PANAJI
29.	DCDA (DAD) HAL (BC), BANGALORE
30.	AO (DAD) HAL, LUCKNOW
31.	AO (DAD) HAL, KORAPUT
32.	AO (DAD) HAL, KANPUR
33.	AO (DAD) HAL, HYDERABAD
34.	AO (DAD) HAL, BARRACKPORE
35.	AO (DAD) HAL, NASIK



SAO (AN/PAY)

Important points to be observed while granting permission i/r/o CGHS beneficiaries

1. The following documents are required to be taken from CGHS beneficiary for issuing permission letter **wherever permission is essential**:
 - A photocopy of valid CGHS card
 - A request letter from the beneficiary indicating the choice of hospital/Diagnostic Centre
 - A photocopy of prescription from CGHS medical Officer/ Govt Hospital
2. Permission can be granted strictly to empanelled hospitals only and not to Subsidiary/Sister concern of the empanelled hospitals.
3. The CGHS beneficiaries desirous of getting treatment in Super-Speciality hospitals in non-emergency conditions, prior approval of the concerned Chief medical Officer-in-charge of the CGHS Wellness Centre would have to be obtained. The Super Speciality hospitals are covered under this category are a) Cardiology & Cardio thoracic surgery b) Joint replacement surgery made under Orthopaedics c) Nephrology & Urology including Renal transplantation d) Endocrinology e) Neuro Surgery f) Gastro-Enterology & GI Surgery and g) Oncology.
4. Permission for follow up treatment may be granted for **3-6 months** relating to Neuro Surgery, Cardiac Surgery (including Coronary Angioplasty & Implants), Cancer surgery/Chemotherapy/Radiotherapy, Kidney Transplantation, Hip/Knee replacement Surgery, Diabetes, Hypertension and Accident cases required repeated Investigations/treatment procedures in the same Institution/Hospitals, where the treatment was earlier carried out with the permission of Competent authority. The same permission shall be valid for undergoing the prescribed Procedure/investigations on multiple times during the six months at interval as advised by the Govt. specialists.
5. Permission given should be strictly for a procedure and not for general management.
6. Permission letter should always be issued **before** the patient visits the Private Recognised hospitals/diagnostic centers and **not after** visiting.
7. A referral from CGHS dispensary is required every time patient is advised any procedure for investigation.
8. If any specific treatment/procedure is advised (except in emergency) by private empanelled hospital, it must be countersigned by CMO i/c before the services are availed, to check possible misuse.
9. No permission is required in case of emergency, where a beneficiary can avail treatment in a private empanelled hospital.

NOTE 1: No permission is required for taking treatment in Central/State Government hospitals and hospitals under other Government bodies.

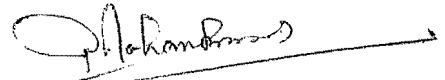
NOTE 2: While submitting the claim for reimbursement, the copy of permission letter to be attached with the claim.

Important points to be observed while granting permission i/r/o CS (MA) beneficiaries

1. The following documents are required to be taken from CS (MA) beneficiary for issuing permission letter:
 - A photocopy of prescription issued by AMA
 - A request letter from the beneficiary indicating the choice of hospital/Diagnostic Centre
2. Permission can be granted strictly to empanelled hospitals only and not to Subsidiary/Sister concern of the empanelled hospitals.
3. Eligibility criteria for dependency may be ensured before issue of permission to dependents of the staff/Officers.
4. Permission given should be strictly for a procedure and not for general management
5. Permission letter should always be issued **before** the patient visits the Private Recognised hospitals/diagnostic centers and **not after** visiting.
6. A referral from AMA is required every time patient is advised for investigation/treatment/procedure. Empanelment of AMA may kindly be ensured.
7. No permission is required in case of emergency, where a beneficiary can avail treatment in a private empanelled hospital.

NOTE 1: No permission is required for taking treatment in Central/State Government hospitals and hospitals under other Government bodies.

NOTE 2: While submitting the claim for reimbursement, the copy of permission letter to be attached with the claim.



SAO (AN/PAY)



S-11045/40 /2012/CGHS/HEC/CGHS(P)
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

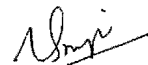
Nirman Bhawan, New Delhi
Dated the 1st January, 2013.

OFFICE MEMORANDUM

Sub: Regarding investigations at private hospitals / diagnostic laboratories/ imaging centres empanelled under CGHS

With reference to the above mentioned subject the undersigned is directed to state that this Ministry has been receiving representations for simplification of procedure for undergoing investigations at private hospitals / diagnostic laboratories / imaging centres empanelled under CGHS. The matter has been examined and with a view to alleviate the inconvenience to CGHS beneficiaries in obtaining requisite permission for undergoing investigations at CGHS empanelled private hospitals / diagnostic laboratories/ imaging centres, it has now been decided that CGHS beneficiaries shall herein after be allowed to undergo investigations at private hospitals /diagnostic laboratories /imaging centres empanelled under CGHS after specific investigations have been advised by a CGHS Medical Officer or a Government Specialist without requirement of any other referral(permission) letter.

2. Private empanelled hospitals/ diagnostic laboratories/ imaging centres shall perform the investigations / diagnostic tests on cashless basis in respect of pensioners, ex-MPs, freedom fighters and other eligible categories of CGHS beneficiaries, who are presently eligible for credit facility and shall enclose the prescription issued by a CGHS Medical Officer or a Government Specialist, in original along with the hospital bill submitted to competent authorities.
3. Serving government employees shall enclose the prescription issued by a CGHS Medical Officer or a Government Specialist in original, while submitting the medical claim to the concerned Ministry /department/office for reimbursement.
4. CGHS Medical Officer / Government Specialist shall not refer the beneficiaries to any particular diagnostic laboratory or imaging centre by name but, shall **specify the investigation** and mention '**referred to CGHS empanelled centre**'.
5. These orders are applicable only in respect of investigations for which CGHS rates are available. It shall come into force with immediate effect.
6. This issue with the concurrence of Integrated Finance Division vide FTS No 31560 /2012


[V.P.Singh]

Deputy Secretary to the Government of India
Tel- 011-2306 1831

- To:
- 1 All Ministries / Departments, Government of India
 - 2 Director, CGHS, Nirman Bhawan, New Delhi
 - 3 Addl.DDG (HQ)/All Additional Directors /Joint Directors of CGHS cities outside Delhi

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S-11045/40 /2012/CGHS/HEC/CGHS (P)
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Nirman Bhawan, New Delhi
Dated the 15th January, 2013

OFFICE MEMORANDUM

**Subject: Regarding tests/investigations at private hospitals/
diagnostic laboratories/imaging centres empanelled under CGHS**

The undersigned is directed to refer to the Office Memorandum of even no. dated 1st January, 2013 on the above subject and to further lay down the procedure for getting the diagnostic tests / investigations carried out at the CGHS empanelled private hospitals/diagnostic laboratories / imaging centres on a valid prescription issued by a CGHS Medical Officer / Government Specialist, without a referral / permission letter from the Department concerned or CMO-in-charge of CGHS Wellness Centre, as the case may be.

2. The CGHS empanelled private hospitals / diagnostic laboratories / imaging centres shall perform the investigations / diagnostic tests as prescribed by the CGHS Medical Officer / Government Specialist on cashless basis to the CGHS pensioner beneficiaries, ex-MPs, freedom fighters and other eligible categories of CGHS beneficiaries, who are presently eligible for credit facility, at CGHS approved rates, only in respect of the tests / investigations for which CGHS rates are available.

3. The Serving beneficiaries will not require any permission from their Department for getting the diagnostic tests / investigations carried out in a CGHS empanelled private hospital /diagnostic laboratory / imaging centre in respect of investigations for which CGHS rates are available. They will get the prescribed tests done on payment basis and claim reimbursement from their Office.

4. For providing cashless facilities to the eligible CGHS beneficiaries, the empanelled private hospital / diagnostic laboratory/ imaging centre shall obtain the prescription either in original or self-attested copy of the prescription and self attested photocopies of the

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CGHS card of the patient and the CGHS card of the main CGHS cardholder beneficiary and enclose the same with their bills for claiming payment from CGHS or the Department concerned, as the case may be. The hospital/diagnostic laboratory/imaging centre shall however, verify the self attested copies from the original prescription/CGHS cards, before allowing the credit facility to the eligible CGHS beneficiary.

5. The medical prescription issued by a CGHS Medical Officer / Government Specialist prescribing diagnostic tests / investigations shall be treated as valid for a single use within a period of two weeks from the date of prescription unless specifically provided otherwise by the Government Specialist in the prescription, about the date or period after which the prescribed tests are to be conducted for a follow up treatment. The medical prescription would require revalidation or issue of a fresh prescription from the prescribing CGHS doctor/Government Specialist for getting the prescribed tests done after expiry of the validity period of two weeks, as indicated above.

6. The CGHS empanelled private hospitals / diagnostic laboratories / imaging centres shall provide cashless facilities to the serving CGHS beneficiaries entitled for credit facilities in terms of this Ministry's OM No Rec.1-2008/ Gr./CGHS/Delhi/CGHS (P) dated 10.06.2008, on submission of a self attested photocopy of his / her Identity card issued by the Department / Ministry, alongwith self attested photocopies of the CGHS card of the patient and the main cardholder. The hospital / diagnostic laboratory / imaging centre shall enclose the above documents with their bills to the Department concerned for claiming payment.



[V.P.Singh]

**Deputy Secretary to the Government of India
Tel- 011-2306 1831**

To:

1. All Ministries / Departments, Government of India
2. Director, CGHS, Nirman Bhawan, New Delhi
3. Addl.DDG (HQ)/All Additional Directors /Joint Directors of CGHS cities outside Delhi
4. Additional Director (Hdqrs) / Additional Director (SZ)/(CZ)/(EZ)/(NZ), CGHS, New Delhi
5. JD (Gr.)/JD(R&H), CGHS, Delhi

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