

F.No.- A-17011/1/2020-ADMIN(P AND T)  
Government of India  
Office of the Development Commissioner  
Micro, Small & Medium Enterprises  
(Admin. Division)

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Nirman Bhavan, New Delhi.

Date: 01.02.2023

CIRCULAR

**Subject: Instruction to follow CGHS guidelines for medical treatment.**

It has been observed that many CGHS beneficiaries working at field offices are not following the prescribed guidelines issued by Ministry of Health & Family Welfare to undertake consultation & treatment at private hospitals empanelled under CGHS.

2. In this regard it is reiterated to pay special attention to the following:

- a. Guidelines for simplified procedure of referral system under CGHS issued by Ministry of Health & Family Welfare vide O.M. No. Z15025/117/2017/DIR/ CGHS/EHS dated 15<sup>th</sup> January, 2018 and its subsequent clarification dated 10<sup>th</sup> December, 2018 (copies enclosed) may be strictly followed for undergoing consultation & treatment at private hospitals/diagnostic centers under CGHS.
- b. In case, reimbursable amount is not more than Rs. 1,00,000/- (Rupees One Lakh Only), the reimburseable amout will be reimbursed by the concerned Office.
- c. All emergency cases and cases, in which reimbursable amount is more than Rs.1,00,000/- (Rupees One Lakh Only) will be referred to O/o DC(MSME) for administrative approval/permission. A check list for consideration of requests for reimbursement may include:
  - i. Copy of bills/cash memo/ vouchers etc. for the reimbursement amount claimed.
  - ii. Photo copy of the CGHS card of the employee along with the patient's CGHS Card.
  - iii. Emergency certificate on Hospital Letter Head, in case of emergency.
  - iv. Copy of Discharge summary and bill breakup or bill summary.
  - v. Item wise reimbursable amount of medical claim restricted as per CGHS rate.

3. This issues with the approval of the Competent Authority.

*Pankaj*  
*01/02/2023*  
(Pankaj Kumar Jha)

Deputy Director/HOO (Admin)

Tel. No. 011-23061430

To

All DFOs/TCs/Br.DFOs/TSs/TIs.

Copy to:

1. PPS to ADC(Admin);
2. SENET Division with a request to upload the above on office website.