

LOK SABHA SECRETARIAT
CENTRAL GOVERNMENT HEALTH SCHEME
Modified Check List for Reimbursement of Medical Claims

1. CGHS Token No. and place of issue :
2. Validity of CGH Card (For pensioners) : From..... to.....
 & Entitlement : Private / Semi Private / General.....
3. Full name of the Card holder :
(Block Letters)
4. Status (Govt. Servant/Pensioner/Other) :.....
5. The following documents are submitted [Please tick (✓) the relevant column]
 - (a) Medical 2004 Form Yes / No
 - (b) Photocopy of CGHS Card..... : Yes /No
 - (c) No. of Original Bills :
 - (d) Copy of discharge summary..... : Yes/No
 - (e) Copy of referral by Specialist / CMO..... : Yes / No
 - (f) Whether the hospital has given breakup for lab investigations : Yes / No
 - (g) Original papers have been lost & the following documents are submitted :
 - (i) Photocopies of claim papers : Yes/No
 - (ii) Affidavit on Stamp Paper..... : Yes / No
 - (h) In case of death of card holder the following documents are submitted :
 - (i) Affidavit on Stamp paper by Claimant..... : Yes / No
 - (ii) No objection from other Legal Heirs on Stamp papers : Yes / No
 - (iii) Copy of death certificate : Yes / No

Dated :

Signature of CGHS card holder

Telephone No. : (Office)..... (Resi.).....

E-mail address : @.....

Name of the Bank:Branch SB A/c No

Branch MICR Code Tel No. of Bank Branch

CENTRAL GOVERNMENT HEALTH SCHEME

Medical 2004 Form for Reimbursement of Medical Claims of CGHS Beneficiaries

Computer No. (To be filled by the claimant)

1. CGHS Token No. and Place of issue :
2. Validity of CGHS Token Card & Entitlement : From..... to.....
Private / Semi Private / General
3. Full name of the Card holder (Block Letters) :
4. Full address :
5. Telephone No. : (O)..... (R).....
6. E-mail address if, any :
7. Name of the Bank : Branch.....
SB Account No. : Branch MICR Code.....
Tel. No. of Bank Branch :
8. Name of the patient and relationship with the card holder
9. Status Tick (✓) : Govt. Servant / Pensioner / Serving employee or pensioner of autonomous body / Member of Parliament / Ex-M.P. / Ex-Governor / Former Judge of Supreme Court / Former Judge of High Court / Freedom Fighter / Legal Heir / Others)
10. Basic Pay / Basic Pension :
11. Name of the Hospital with Address :
(a) OPD treatment and investigations :
(b) Indoor Treatment :
12. Date of admission :
Date of discharge (In case of Indoor Treatment Only) :
13. Total amount Claimed :
(a) OPD Treatment :
(b) Indoor Treatment :
14. Details of Referral :
15. Details of Medical advance if, any :

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependant on me. I am a CGHS beneficiary and the CGHS card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date :

Signature of CGHS card holder

Note : Misuse of CGHS facilities is a criminal offence. Suitable action including cancellation of CGHS Card shall be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.

INFORMATION

- (a) **Kindly write correct postal address in block letters.**
- (b) **Obtain Break-up of Investigations from the hospital (details and rates of individual tests and the exact number of Sugar tests, X-ray films, etc.) as the reimbursable amount is calculated as per approved rates only.**
- (c) **Draft against column(I) of Check list in case of loss of Original Papers**

Draft for Affidavit for Duplicate Claim Papers/Bills on Stamp Paper

I,son/wife/daughter of and resident of lost/misplaced/not traceable. I hereby give an undertaking that I have not received any payment against original bills/claim papers from any source and that if the original papers are traced I shall not stake claim against original bills in future and that in the event I receive any cheque against original bills in future I shall return the same to the competent authority.

Deponent

Verified by Notary Public

- (d) **Draft against column (I) of check list - in case of Death of Card Holder**

Draft for Affidavit on Stamp Paper for claiming medical reimbursement

I..... wife/son/daughter of Late and resident of hereby submit the medical claim papers pertaining to treatment of my father/mother Late Shri/Smt..... who has expired on..... (Copy of Death Certificate is enclosed).

Late Shri/Smt..... has left behind the following other legal heirs none of whom have any objection if the entire amount reimbursable is paid to me.

.....

.....

No Objection Certificate signed by other legal heirs on Stamp paper is enclosed.

Deponent

Deponent

Attested by Notary Public

Draft for No Objection Certificate on Stamp Paper.

We s/o d/o Late Shri
.....s/o d/o Late Shri

being the legal heirs of Late Shri have no objection if the entire amount reimbursable pertaining to the treatment of our father is paid to our brother
Shri.....

(.....)

Address

W/o

(.....)

Address

Verified by Notary Public

GUIDELINES FOR CLAIMING MEDICAL REIMBURSEMENT

The following documents are required to be submitted for preferring medical claims by CGHS beneficiaries:

1. **Medical-2004 claim form** — The form should be duly filled in and signed by the Member of Parliament;
2. **All original bills/cash memos** — Break-up details of bills, tests, medicines, receipts, doctor prescription slip etc. should be provided;
3. **Copy of discharge certificate/summary** — to be enclosed;
4. **Photocopy of CGHS token card** — to be enclosed;
5. **Copy of permission letter of Lok Sabha Secretariat** (in case of private hospitals/clinics including CGHS — recognised hospitals/clinics — to be enclosed;

To get ***ex-post facto*** permission for treatment/tests already taken at private hospitals/clinics in emergency, Members are requested to address a letter to **Secretary-General, Lok Sabha** enclosing original bills (with break-up details), receipts, Medical-2004 claim form, copy of CGHS card/I-Card, discharge certificate etc. The claim papers are to be submitted to **Welfare Officer, Lok Sabha Secretariat, Parliament House Annexe (near Post Office), New Delhi, Tel. 23034515.**

Where ***ex-post facto*** permission is requested, Emergency Certificate from the treating doctor of the concerned hospital/clinic must compulsorily be enclosed with the claim papers.

6. **Letter from MP addressed to Secretary-General, Lok Sabha, requesting condonation** (in case of delay in submission of claim beyond 3-months from discharge date);
7. **All documents i.e. medical claim papers, prescription-slips, hospital bills, break-up details, discharge summary, receipts, copy of CGHS card, etc. should be supplied in duplicate;**
8. In case of any query in respect of reimbursement of medical claim, please contact **Lok Sabha Secretariat (MSA Branch) Tel. 23034405/23034407.**