

## CGHS Enrollment procedure

\*For filing cghs online form\* visit

[https://cghs.nic.in/CardUpdation\\_temp/otpMobile.jsp](https://cghs.nic.in/CardUpdation_temp/otpMobile.jsp) OR

Visit [cghs.nic.in](https://cghs.nic.in) and Click plastic card from your device connected to internet.

Keep following documents ready before starting online form:

PPO duly updated with 7th CPC level pay.

Check whether page number 4 of your PPO is updated with 7th CPC level pay. This is already updated for recently retired officials. If not updated, visit AO PDA office at Curry Road and get it updated.

Or AO PDA 3rd Floor O/o CCA Currey Road Telephone Exchange will issue Certificate (to be attached to PPO) for new mapping of Levels and Pay Range.

LIFE CONTRIBUTION depends upon "Level"

E2 to E5.. Level 7 to Level 11 : Rs.78000

E6 and above ..Level 12 and above : Rs.120000

CGHS Enrollment procedure : Make online payment at [bharatkosh.in](https://bharatkosh.in) Link available in the CGHS website.

CGHS Subscription Online Payment:

Visit <https://bharatkosh.gov.in/NTRPHome/QuickPayment>

Select Ministry/Department -

017 Health and Family Welfare

Select Purpose: CGHS Card Contribution

Next page will appear with Depositor's Category as Individual and purpose as CGHS Card Contribution.

Select Payment Type: CGHS Subscriptions

Ministry: Health and Family Welfare

(Will be available in display)

Select Pay and Accounts Officer (PAO) - 021277 - PAO(MSD), Mumbai

Select Drawing & Disbursing Office (DDO) - 221278 - O/o AD, Mumbai

Amount: Fill in Subscription to be paid

Payment Frequency - select No restriction

Make the online payment and print take print out once payment is successful.

DD is not acceptable from June 2020 onwards. Those who already took DD may submit up to 30th June 2020.

After updating PPO fill the online form by visiting CGHS link given above and fill the form. Select 7th CPC level and ward entitlement accordingly. Online Payment can be made after filling the form also.

Select following Input:

1. card type.. pensioners

2. dept: Ministry of Commn, dept.of.telecom

3. Designation : Select

4. status : gazetted

5. Pay scale matrix, 7th cpcs as per PPO. (Available in PPO or LPC or NoC from SM)

WARD ENTITLEMENT depends upon basic pay at retirement :

General Ward : Basic Pay up to Rs. 28530

Semi Private Ward : Basic pay from Rs.28540 to Rs.37750

Private ward : Rs.37760 and above .

After filling up online form submit. You will get Token number on the web page. Note down the token number for your reference and get printout of the form of Application from CGHS Website.

Now get NOC from Sm Admin area from where you retired.

Submit print out of the form personally at CGHS HQ at Pratishta Bhavan, Churchgate along with copy of payment receipt, PPO or LPC if PPO not received, copy of struck off order, NOC from MTNL, Online Payment receipt, copy of Photos and Aadhar card, PAN Card etc ....Pl carry originals for verification. During lockdown period all copies can also be emailed to ad.mum@cghs.nic.in and hard copy can be submitted once the situation returns to normal.

CGHS will issue receipt after processing application and issuing beneficiary ID. Receipt obtained from CGHS should be submitted to AO(Cash), MTNL from where you retired for reimbursement of 50% CGHS subscription from MTNL.

50% of Life time Contribution subject to maximum of Rs.40000 is reimbursable by concerned Area Accounts Section of MTNL if the application is made within 3 months from date of retirement. The Life time Contribution is eligible for deduction under the income tax act. Rs.3000/- can be deducted from total income.

RTOWA MUMBAI

Procedure to apply for CGHS before issue of PPO:

Those who are retired but yet to receive PPO also can apply.

1. Receive LPC from AO (P&A)
2. Have Copy of Struck off order. No disciplinary action pending - mentioned in Strike off order.
3. Obtain No Objection Certificate (NOC) from area Admin from where you got retired on form 2 signed by SM Admin. No claim for Fixed Medical Allowance - mentioned in NoC from SM(Admin).
4. Obtain Certificate from AO(PDA) curry road for Level pay and CDA Pay scale as per 7th pay committee in the absence of PPO. This details will be available in LPC and NoC from MTNL.
5. Approach CGHS counter at Church Gate CGHS office and confirm CGHS subscription amount to be paid.

6. Fill online application in [cghs.nic.in](http://cghs.nic.in) website. Feed correct 7th CPC Pay scale and level pay as certified by AO(PDA)
7. Once correctly filled up you will get token number from the website. Take print out.
8. Take Copy of Adhar and PAN card of self and of wife duly self attested.
9. Make online Payment and take payment receipt for submission with application.
10. Keep all originals for verification at CGHS counter.
11. CGHS on accepting application will give acknowledgement and give date for collecting receipt and ID.
12. Receipt to be submitted to area AO for receiving 50% of contribution from MTNL.

Documents to be submitted:

Online Filled application copy, Payment receipt in case online payment is done or DD. DD valid only upto 30.6.2020. Beyond that only online payment will be accepted. PPO copy or LPC and Struck off order copies for those who are not in receipt of PPO. NoC from SM(Admin). Copy of PAN, Adhaar, Photo ID.