



**Government of India**  
**Ministry of Health and Family Welfare**  
**Department of Health & Family Welfare**  
**Directorate General of CGHS**  
**Office of the Director, CGHS**

**545-A Nirman Bhawan, New Delhi**  
**Dated the 16 February, 2016.**

**CIRCULAR**

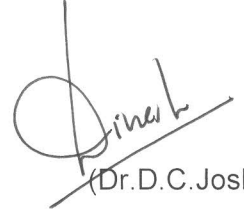
**Subject :- Reiteration of guidelines regarding issue of medicines and permission letters-regarding**

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Attention of the Chief Medical Officers and other Medical Officers of all CGHS Wellness Centres is inter alia drawn to Office Memoranda No. Misc.6024/2007/CGHS (HQ)/CGHS (P) dated 16.03.2011, No. S. 11011/2/2014-CGHS (P) dated 28.03.2014, No. S. 110011/23/2009-CGHS D-II/ Hospital Cell (Part IX) dated 20.12.2011 and No. S-11045/40/2012/CGHS/HEC/CGHS(P) dated 01.10.2012 issued from time to time regarding validity of CGHS Card , issue of medicines, issue of permission letter , etc. It is once again reiterated that:

- i) CGHS card is valid in any Wellness Centre in India and no additional documents / attachment is mandatory. In case medical officers intend to verify the history of issued medicines of such beneficiaries, they can look for history of all Wellness Centres in the database.
- ii) Medicines should be issued upto '3' months in case of beneficiaries undergoing treatment for chronic illnesses.
- iii) There is a provision for issue of permission letter for Haemodialysis for upto six months at a time.
- iv) For bedridden or seriously ill CGHS beneficiaries medicines may be issued to a representative with an Identity card / authorization letter.
- v) In case a medicine with a different brand name/ generic medicine (than the brand advised) has been issued, medical officers shall explain/ educate the same to the CGHS beneficiary to avoid any confusion about the consumption of medicines.
- vi) Permission letters may be issued on the same day in case the requests are received before 11 A.M. In any case, permission letters for treatment in an empanelled hospital may be issued on priority in case of seriously ill patients.

- vii) Whenever medical reimbursement claims of pensioner beneficiaries are received, it is the responsibility of the CMO i/c to ensure that all requisite documents are enclosed.
- viii) In case of failure of internet connectivity essential medicines may be issued manually.
- ix) CGHS beneficiary attending to Wellness Centre has some problem and he/she may be extended due politeness.



(Dr.D.C.Joshi)  
Director, CGHS

1. CMOs –in-charge and other Medical Officers of all CGHS Wellness Centres in India through the Addl. Director of city /Zone
2. Addl. DDG(HQ) / Addl. Director(HQ) / Addl. Director(MSD)/ Addl. Director of all CGHS Cities / Zones / Joint Director(HQ)/ Joint Director(R&H)/ Joint Director(Gr. Cell)/ Sr CMO (HEC)/ CMO (Hosp. Cell)
3. PS to AS&DG,CGHS
4. PA to Director, CGHS