

2.43(I) Misuse of CGHS Card:

If the Medical Officer detects a case of misuse of CGHS Plastic Card by unauthorized person, he will bring to the notice of Chief Medical Officer Incharge and the matter reported to the Zonal HQ for further necessary action.

2.44 Loss of Identity Card:

As a lost card is likely to be misused, the card holder must inform immediately to the Police and inform the following with a copy of F.I.R.

- Issuing authority.
- M.O. Incharge of the concerned Wellness Centre.
- Headquarters of CGHS in the cities other than Delhi. A duplicate card can be issued after realising penalty.

2.46 Dependence Certificate:

Every Card Holder must certify that the parents dependents whose names have been included in the token card, normally reside with him. Such a certificate must be furnished at a time of issue of Token Card and renewed every January. Otherwise the parents shall be treated as non entitled persons. The certificate must also state that their income from all sources does not exceed Rs. 9000/- + DA p.m.

2.47 Medical Certificate and fitness:

A. The Medical Officer and Specialist must issue the Medical Certificate as and when recommended by them. They should not write advised on the prescription without issuing Medical Certificate.

B. The Medical fitness certificate can be issued by any Medical Officer after scrutinizing the facts from the original Medical Certificate.

C. Medical Certificate / fitness of dependent school children should be issued by the attending doctor,

D. The Medical Officer is authorized to issue Medical Certificate for appointment of erstwhile Group D category staff only but for lady staff of Category C & D can be issued by Lady Medical Officer only.

E. For dependent children:—

For the dependent children Medical Certificate can be issued for seeking admission to Educational Institution. Competitive examinations etc. provided it does not involve any special investigation, The Medical Certificate should be issued on plain paper as per proforma.

Certified that Shri/Kumari S/o..... CGHS Token No. is
advised rest..... days w.e.f.

MEDICAL OFFICER

.....

Certified that Shri/Kumari S/o

Shri..... CGHS Token No. is fit to join class with effect from.....

MEDICAL OFFICER

F. Medical fitness certificate:— When a Govt. Servant asks fitness certificate after Sunday / Govt. holidays the Medical Officer can indicate the specific date from which the Govt. Servant is declared fit to resume duty vide Circular No.

23-717&CGHS.IV dated 4-12-1978.

G. Maternity leave:— A female Govt. Servant (including an apprentice) may be granted maternity leave by an authority competent to grant leave for a period which may extend upto to the end of 3 months from the date of commencement. It shall not be restricted to six weeks from the date of confinement.

H. In case of miscarriage (Abortion) the leave can be given for the minimum period necessary upto a maximum of 42 days.

I. Medico-legal cases— The Medical Officer in the Wellness Centre should refer all cases requiring Medico-legal opinion or certificate to the respective hospital (Safdarjung/Ram Manohar Lohia)/or the state Govt. Hospital in case of outside Delhi Cities after giving necessary Medical aid.

2.48 Grant of special casual leave for sterilization / vasectomy / M.T.P. etc.

As per CCS leave rules

2.49 Death certificate:

A Medical Officer can issue death certificate but the cause of death should only be mentioned if he is personally satisfied about the cause of death. But if any foul play is suspected always refer the case to Govt. Hospital for post-mortem after reporting the same to the Police Station. No other type of