

OFFICE OF THE ACCOUNTS OFFICER (PENSION DISBURSEMENT)
"B" BUILDING, VARUNALAYA, PHASE-I
KAROL BAGH, NEW DELHI- 5

No. DJB /AO/PD/ 2015/

160992

Dated _____

Sub: - Clarification regarding issue of Medical Card and Medical Facility to the pensioners. 15 DEC 2015

In continuation to office order no. 23 dated 30/10/2015, issued by AC (LWO) describing procedure for issuance of medical card to the pensioners. The competent authority has also approved following for smooth functioning of medical facility to the pensioner.

- 1.) Old pensioner shall continue to avail medical reimbursement where from they are drawing presently. Only employees retiring hence forth after issue of Office Order No.23 dated 30/10/15 issued by LWO will be issued medical card and avail medical facility through there present DDO Office.
- 2.) If employee does not opt for Medical Card at the time of retirement within sixth month and applies at later date, then he has to apply in pension department for the same.
- 3.) The procedure for issuing a Medical Card to the employee on the date of retirement is prescribed performa enclosed herewith. The performa is also available in Retirement Book Form No.25 issued by the LWO. This prescribed performa is to be dully filled by the employee and subscription should be deducted on the basis of monthly subscription as is mentioned in Form No.25 (backside).
- 4.) If employee opts for yearly subscription then renewal of Medical Card should be done by the respective offices after depositing the medical subscription. Subscription should not be more than 10 years (120 months) from the date of issue of the medical card.
- 5.) The medical cards already issued by the pension department on yearly basis should also be renewed in the respective offices where the pensioners submit their medical claims on the basis of terms and conditions explained above at S.No.3.
- 6.) While issuing medical cards to the pensioners/ family pensioners along with their dependent family members the following points are to be considered by the concerned offices:-
 - (A) Life time medical card will not be issued to those pensioners/ family pensioners who have dependent family members other than spouse and only yearly basis subscription would be obtained and renewed accordingly from time to time.
 - (B) The definition of dependent family members is as under:-
 - (i) For son: - Upto the age of 25 years, or start working or get married whichever is earlier.
 - (ii) For daughter: - Can be issued for whole life, if unmarried, unemployed and divorcee and wholly dependent on pensioner.
 - (iii) If son is suffering from any permanent disability, either physical or mentally, there is no age limit.
 - (iv) Valid documentary proof of birth and affidavit for dependency, unmarried and unemployed is required.
 - (C) If mother and father are dependent on the pensioner then:-
 - (i) Can issue Medical Card Life Time.
 - (ii) ID and residential proof of parents should be obtained.
 - (iii) An affidavit for dependency, having no source of income and pensioner is the only son to look after them.
 - (D) For Ward Entitlement may be referred the office order No.15 dt. 25/11/2011 issued by the office of Dy. Dir. (Labour Welfare).

(Authority : Member (Fin.), dated 4/12/2015)



M. Menon 14/12/15

FORM (25)

OPTION FORM FOR ISSUE OF MEDICAL CARD TO PENSIONER/ FAMILY PENSIONER.

Name of Pensioner/ Family Pensioner _____
 (IN CAPITAL LETTERS)
 Father's / Husband's Name _____

3. Designation of the retired/ deceased employee _____
 4. Name of the DDO with address under Whom the Ex- employee had worked At the time of retirement / death _____
 5. Pay Band --- PB 1, 2, 3 or 4
 Basic Pay + Grade Pay on date _____
 6. Rate of subscription at the date of Retirement/ Death _____
 7. Permanent Residential Address
 (Copy of Residential Proof like Adhar Card) _____
 8. (i) Whether prescribed contribution has been Deposited with the cashier or not _____
 "If yes"
 (ii) Option for Life time subscription or One year subscription _____
- (a) The desired amount should be deposited In the DJB treasury and copy of the challan in duplicate to be attached in Personal File and Service Book. (For desired amount please see note at backside.)
- (b) If amount has been deducted from his dues C.V No. _____ Date _____ Amount _____ should be mentioned.

9. DETAIL OF FAMILY MEMBERS WHOSE NAMES ARE TO BE MENTIONED IN THE MEDICAL CARD.

S.NO.	NAME	DATE OF BIRTH	AGE AS ON THE DATE OF RETIREMENT/ DEATH OF EMPLOYEE	RELATION WITH THE EMPLOYEE
1.				
2.				
3.				
4.				

(In case of Children, the dependency certificate, unmarried and unemployed affidavit is required from SDM. In case of Parents, dependency certificate and no other source of income affidavit from SDM)

10. Whether Joint/ Collective Photograph has been enclosed or not: _____

CERTIFICATE:-

1. It is hereby undertaken that above mentioned Family Members are fully dependent upon me and they are not getting medical facility from any other Govt. / Private Office.
2. Only the card holder and his / her family members are authorized to avail medical facilities as per instructions issued in this regard.
3. The loss of this card should be reported immediately to the issuing Authority and to the nearest Police Station. Duplicate Card will be issued after payment of Rs. 10/-.
4. Misuse of Medical Card is an offence and disciplinary action will be taken against the Pensioner/ Family Pensioner.
5. All changes in medical policy of DJB from time to time are also applicable to me.

(SIGNATURES)

Name of the Applicant
 Date:

Note: - One time / Life time Medical should be deposited on basis of last Medical subscription deducted in the salary for 120 months i.e. Ten years as under:-

- | | | |
|---------------|---|---------------------------------|
| 1.) 125 X 120 | = | 15000 upto the grade pay 2800. |
| 2.) 225 X 120 | = | 27000 upto the grade pay 4200. |
| 3.) 325 X 120 | = | 39000 upto the grade pay 6600. |
| 4.) 500 X 120 | = | 60,000 upto the grade pay 7600. |

Simultaneously One Year Subscription.

- | | | |
|--------------|---|------|
| 1.) 125 X 12 | = | 1500 |
| 2.) 225 X 12 | = | 2700 |
| 3.) 325 X 12 | = | 3900 |
| 4.) 500 X 12 | = | 6000 |

