

	भारत सरकार रक्षा मंत्रालय रक्षा लेखा नियंत्रक, गुवाहाटी GOVERNMENT OF INDIA MINISTRY OF DEFENCE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI UDAYAN VIHAR, NARANGI GUWAHATI- 781171 Tel. 0361-2640394/2641142 Fax. 0361-2640204/2640810/2641143	
---	--	---

No. AN/III/Orders/Misc/Vol-III

Dated: 08/10/2026

Important Circular

To,

The Officer-in-Charge,
All Sections of MO CDA Guwahati/All Sub-Offices.

Subject: Revised Referral Process in CGHS – reg.

Of late it has been observed that Medical Reimbursement Claims are being submitted to this office in connection with consultation made in CGHS empanelled/private hospitals without appropriate prior referral from CGHS Wellness Centre. Moreover, referral/endorsement from CGHS are not being obtained along with the claim against special investigation like CT Scan, MRI Scan, PET Scan and any other investigation costing over Rs.3000/- which is mandatory as per Para 2 B (ii) of GOI, Min. of Health & Family Welfare (EHS Section) OM No. F/No. Z15025/19/2024/DIR/CGHS/EHS(Comp No.8281286) dated 28/06/2024.

It is requested to adhere to the procedure strictly in light of the GOI Min. of H&FW OM dated 28/06/20254. No MRC will be entertained in near future without proper mandatory referral/endorsement wherever applicable. It is requested to get it noted by all concerned in token of acknowledgement.

It has also been observed that in some cases single copy of bills are submitted without any duplicate copy. It is requested to submit bills in duplicate (two sets) in future; otherwise such claims will not be entertained.

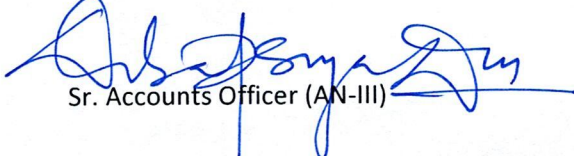
sd-an

Sr. Accounts Officer (AN-III)

Copy to"

The Officer-in-Charge
IT & SW (Local)

For uploading the same in CDA Guwahati website please.


Sr. Accounts Officer (AN-III)

File No.: Z15025/19/2024/DIR/CGHS/EHS(Comp No. 8281286)
I/3687286/2024
Government of India
Ministry of Health & Family Welfare
(EHS Section)

Nirman Bhawan, New Delhi
Dated the 28-06-2024

OFFICE MEMORANDUM

Subject: Revised guidelines for Referral Process in CGHS-reg.

In partial modification of MoHFW OM No. Z.15025/117/DIR/CGHS/EHSS dated 15.01.2018 and 10.12.2018, the undersigned is directed to convey approval of the Competent Authority for issue of revised guidelines for referral procedures for Consultation, Investigations and Treatment in Government and Private hospitals (empanelled with CGHS), as per details given below:

A. In continuation of OM No Z.15025/18/2020 dated the 09.10.2020 the term "Government hospital", shall also include all AIIMSS, Institutions of National Importance (INIs), North East Institutions, Tata Memorial Hospital and all other medical institutions under central government. No referral/permission/endorsement shall be required for undergoing consultation/investigation/ treatment procedure including unlisted investigations/procedures.

B. Treatment at Private empanelled hospital(s):

- i. **Single referral for Specialist Consultation:** A referral issued by any Medical Officer of a CGHS Wellness Centre will be valid for three months. During this period, the beneficiary may consult two more specialists i.e. up to total of three specialists, if recommended by the primary specialist. A maximum 6 consultations shall be allowed during this validity period of 3 months.
- ii. **Investigation and treatment Procedures advised by specialist of empanelled private hospital after referral by CGHS:** No further endorsement from CGHS shall be required for undergoing routine listed investigations and minor procedures, not requiring admission in the hospital, as advised by the specialist, within the validity period of 3 months from the date of issue of the initial referral. However, Referral/endorsement from CGHS shall be required for special investigations like CT Scan, MRI Scan, PET Scan and any other investigation costing over Rs. 3,000/- and the referral will be valid for 3 months.
- iii. Correspondingly, referral/ endorsement would be required from Medical Officer of CGHS for any procedure requiring admission in the hospital, which would be valid for 3 month.
- iv. **Unlisted investigation(s) and treatment procedures advised by the Specialist of CGHS empaneled hospital:** Permission for undergoing

such investigations and treatment procedures shall be considered as per the delegated powers vide OM Z.15025/14/2023/ DIR/CGHS dated 27.12.2023 in case of pensioners and OM No. S 12020/4/97-CGHS(P) dated 07.04.1999 in case of serving employees. i.e.

- a. CGHS (Additional Director/ Director) in case of Pensioner beneficiaries.
 - b. Head of the Department/ Office (HOD/HOO) in case of serving employee(s)
- v. In partial modification of O.M. No. Z15025/35/2019/ DIR/CGHS/CGHS(P) dated 29.05.2019, the special provision for CGHS beneficiaries to avail Consultation/investigations/treatment procedures shall hereinafter apply to CGHS beneficiaries aged 70 years and above, as against 75 years prescribed in OM as mentioned above dated 29.05.2019. The other conditions shall remain unchanged. The beneficiaries can also avail of the services through tele-consultation facility available through e-Sanjeevani 2.0 (<https://esanjeevani.mohfw.gov.in/>).
- vi. In case of **treatment under emergency** and **post-operative follow-up treatment**, the instructions shall remain as per extant rules. Reference Instructions:
- a. O.M. No. S.11011/29/2019-EHS dated 13.09.2019.
 - b. O.M. No. Z15025/35/2019/DIR/CGHS/CGHS(P) dated 29.05.2019 (regarding post-operative follow-up treatment).

Signed by

Hemlata Singh

Date: 20.06.2024 14:28:11

Under Secretary to the Government of India
Tel 011-23061778.

To

1. All Ministries and Departments of the Government of India through the CGHS website
2. Addl. Director, CGHS(HQ)/ Addl. DDG(CGHS)/ Addl. Directors, CGHS of Cities / Zone.
3. All CGHS Wellness Centres through concerned AD, CGHS
4. MCTC, CGHS with the directions to upload the document on CGHS Website (www.cghs.gov.in).
5. All HCOs empanelled under CGHS through CGHS website.
6. Director, AIIMS as per list; JIPMER, Puducherry; PGIMER, Chandigarh;
7. DDG NIC Health with the request to modify the CGHS application.
8. Sh. Jitendra Singh, CDAC, Noida
9. CEO & MD NHA with the request to kindly inform the Claim Processing Doctors regarding the referral process.
10. LACs/ ZACs through Addl. Directors, CGHS.
11. Sanctioning Authorities in CGHS.
12. CMO Hospital Cell, CGHS HQ.
13. All CGHS empanelled private hospitals through Additional Director of concerned city