GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
F-17, KARKARDOOMA, DELHI-110032
(DELHI GOVT. EMPLOYEES HEALTH SCHEME)

No. F.25(111)/DGEHS/1810/DGHS/HQ/2024-25 Date

OFFICE MEMORANDUM

Sub: Extension of Empanelment of Chemist shops under DGEHS for the supply of medicines for prasioner beneficiaries attached with the health facilities of South-East District Gem Bid No. GeM Bid No. GEM/2024/B/55466213

As approved by Competent Authority for Extension of empanelled Authorized Local Chemist (ALC) for supply of admissible medicine (generic and branded) which are not available in DGDs/Hospitals to pensioners beneficiaries of DGEHS through Authorized Medical Attendants (AMA)/MO In-charge/Nodal Nodal Officer of DGEHS of dispensaries/hospitals of the District as shown against their names. **The extension of empanelment shall remain valid for a period of** four months w.e.f 06/11/2026 to 05/03/2027, or till finalization of the fresh empanelment process, whichever is earlier, on the existing approved terms and conditions. Detail as under:

S.No.	content	Discount offered On MRP	Bidder Name	Email address
1	South East (Generic medicine)	72.00%	M/s Kailash Chemists	kailashchemist@rediffmail.com MNo. 9399696787 Deepak Bhatia
2	South East (Branded medicines)	39.51%	M/s Balaji Medicos	Balaji_medicos@yahoo.com M.No.9811299851 Kuldeep Kumar Gupta

The above agencies shall carry out the supplies of medicines as per the terms and condition of the contract and guideline issued by this office .The copy of guideline is attached herewith

(Dr. Nitin Kumar)
SPO, DGEHS

No F.25 (111)/DGEHS/1810/DGHS/HQ/2024-25 3754-60 Date 04/11/26

Copy to:
1. P.S. to Secy (Health), Govt. of NCT of Delhi
2. Concerned Medical Superintendent of hospital of Govt. of NCT of Delhi.
3. Concerned A.M.A through CDMO/MS
4. CMO Computer cell, DHS (HQ) (with the request to upload it on DGEHS web portal)
5. M/s Balaji Medicos, RZE/30, Gandhi Market,West Sagar Pur, New Delhi-110046
6. M/s Kailash Chemists, Shop No.G-2, Atlantic Plaza, Plot No.-4, LSC-II, I.P.Ext.Delhi-110092
7. P.S. to DGHS

04/11/26

(Dr. Nitin Kumar)
SPO, DGEHS

GOVT. OF NATIONAL CAPITAL
TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
F-17, KARKARDOOMA, DELHI-110032
(DELHI GOVT. EMPLOYEES HEALTH SCHEME)
E-mail: spodgchs.dhs2@gmail.com
Tel.no. 011-22391435

No. F.25(II)/DGEHS/1810/DGHS(HQ)/2024-25/ Date-

OFFICE MEMORANDUM

Sub: Empanelment of Chemist shops under DGEHS for the supply of medicines for pensioner beneficiaries attached with the health facilities of south east district Gem Bid No. GEM/2024/B/5466213 dated 03.10.2024

Following agency has been empanelled as Authorized Local Chemist (ALC) for supply of admissible medicine (generic and branded) which are not available in DGDs/Hospitals to pensioners beneficiaries of DGEHS through Authorized Medical Attendants (AMA)/MO In-charge/Nodal Officer of DGEHS of dispensaries/hospitals of the District as shown against their names w.e.f. 06.11.2024.

Sl. No.	Items	Discount offered on MRP	Bidder quoted highest discount	Email address & Contact Number of the bidder
1	South-East District (Generic medicines)	72.00 %	M/s Kailash Chemists	kailashchemist@rediffmail.com 9599696787 Mr. Deepak Bhatia
2	South-East District (Branded medicines)	39.51 %	M/s Balaji Medicos	balaji_medicos@yahoo.com 9811299851 Mr. Kuldeep Kumar Gupta

The above agencies shall carry out the supplies of medicines as per the terms and condition of the contract and guideline issued by this office. The copy of guideline is attached herewith.

5/11/24
(Dr. S.K.Nayak)
SPO, DGEHS

No. F.25(II)/DGEHS/1810/DGHS(HQ)/2024-25/ 7211-16 Date- 05/11/24.

Copy to:

1. P.S. to Secy (Health), Govt. of NCT of Delhi.
2. Concerned Medical Superintendent of hospital of Govt. of NCT of Delhi.
3. Concerned A.M.A through CDMO/MS
4. P.S to DGHS
5. CMO Computer cell, DHS(HQ)(with the request to upload it alongwith enclosed list of dispensaries/hospitals of above clusters on DGEHS web portal)
6. M/s Kailash chemists , balaji medicos

O/C

5/11/24
(Dr. S.K.Nayak)
SPO, DGEHS

GOVERNMENT OF NATIONAL CAPITAL TERRITORY, DELHI
DIRECTORATE OF HEALTH SERVICES
Delhi Government Employee Health Scheme
F-17, KARKARDOOMA, NEW DELHI-110032
Health.delhigovt.nic.in, E-mail: spodgehs.dhs@gmail.com
Telephone No.011-22391435.

No.F.25(III)/DGEHS/1262/DGEHS (HQ)/19-20/ 13447 - 503 Dated :1/2/22

SUPPLY OF MEDICINES (GENERIC OR BRANDED) THROUGH DGEHS AUTHORISED CHEMISTS (AC)

BROAD GUIDELINES

Keeping in view the need to maintain smooth supply of medicines to Delhi Government Employees Health Scheme (DGEHS) pensioner beneficiaries by Delhi Government Dispensaries (DGDs)/Hospitals as per tender and provisions of DGEHS scheme, a guideline has been framed. The Guideline is divided in to four parts.

A. AUTHORISED MEDICAL ATTENDENT (AMA)/MEDICAL OFFICER INCHARGE/NODAL OFFICER OF DGEHS

B. CHIEF DISTRICT MEDICAL OFFICERS (CDMOs)/MEDICAL SUPERINTENDENTS (MSs)

C. AUTHORISED CHEMISTS (ACs)

D. DGEHS CELL

A. AUTHORISED MEDICAL ATTENDENT (AMA)/MEDICAL OFFICER INCHARGE/NODAL OFFICER OF DGEHS

1. Authorised Medical Attendant (AMA) is responsible for supply of medicines which are not available in DGDs/Hospitals, to pensioner beneficiaries through the Authorised Chemists (AC) as per prevailing provisions of DGEHS scheme.

2. The AMA shall be authorised to replace branded medicine/s by suitable generic medicine/s which are made available by CPA as per EML (Delhi Government) applicable to DGD/Hospital. However, if the prescribed medicine/s is/are not available at DGD/Hospital, it shall be indented by the same name, as prescribed, through Authorised Chemist.

3. The AMA of attached DGD/Hospital/Health facility is also authorised to issue individual components of combination medicines separately, provided that the amount/strength of individual components are the same and they are available in the DGD/Hospital, as per provisions of Circular F.No.25(III)/DGEHS/DHS/2017-18/Pt. File/17332-17532 dated 01/7/2019(Annexure-I).

4. The indent for insulin pen is to be raised only for Type I Diabetes Mellitus on advice of Specialist as per provisions of Circular F.No.25(III)/DGEHS/539/DHS/2017-18/Pt. File/15823-16073 dated 29/05/2019(Annexure-II).

5. Indent will be raised by Dispensary/Hospital only for those medicines which are admissible as per provisions of DGEHS scheme but are not available at DGD/Hospital. The medicine prescribed by salt name will be indented through chemist, authorized to supply generic medicines.

(Due to non-functioning of MIS portal, indents are to be raised through e-mail for individual patients till some alternative mechanism is developed). Related circular is attached at Annexure-III & IV.

6. Please ensure that if both, brand as well as the salt name, are mentioned in the prescription, it will be indented by salt name only.

7. Please ensure that indented medicines are supplied within two working days from the day of indent at the premises of dispensary/hospital/polyclinic (indent raised before 2:00 PM will be counted for the day). In case, it is felt that there is inevitable delay in supply of medicine to beneficiaries due to intervening Sunday /Holiday, the AMA may issue "Non Availability (NA)" certificate for that period so that continuation of medication is not affected. The beneficiary can purchase "Not Available" medicines from outside for that period only. In such cases, the indent shall be raised for the remaining period as per prescription.

8. "NA certificate" is issued for those medicines which are admissible but neither available in DGDs/Hospitals nor could be made available through Authorised Chemist.

   The "NA" should be written on the prescription as "Medicines at Serial Number .... is/are not available in DGD or through Authorised Chemist. The reason for not supplying the medicine may also be sought from Authorised Chemist.

9. AMA at the time of issuing "NA certificate" will apprise the pensioner beneficiary that reimbursement of expenditure incurred on purchase of NA medicines shall be claimed from their respective departments (as per Office Order No.F.25 (III)/DGEHS/168/DHS/2011/Part-II/22377-22636 dt: 27/04/2012 (copy enclosed as Annexure-V).

10. In case, MO In-charge/AMA/ Nodal Officer DGEHS observes that Authorised Chemist is giving deliberate "UNABLE TO SUPPLY" certificate to escape from penalty or for any other reason, he/she shall submit the detailed report to the concerned CDMO/MS immediately.

11. AMA will prepare three (3) sets of bill vouchers. Each set should contain bill voucher (mentioning name of the patient, Indent number, Medical Facility Card number, MRP and name of the dispensary/health facility), original indent, copy of prescription slip, copy of Medical Facility Card and "Unable to Supply" certificate, if applicable.

    (It has been observed in the past while examining the bills of Authorised Chemist that bills are submitted separate in one bunch, prescription in other bunch, medical facility card and other supporting documents in yet another bunch. It complicates the process of examination at this office. Therefore, all supporting document should be attached with individual bill voucher.)

12. Please ensure that each bill voucher has been verified and rubber stamped with following certificate (If rubber stamp is not available please write with ball point /ink pen. It shall bring uniformity):-

    i. The quantity of medicine/s indented has/have been checked and found as per indent.

    ii. The admissibility of medicines is as per CS/MA Rules 1944 and various orders issued by DGHS in this regard.

    iii. The actual amount payable to the Authorised Chemist taking in to consideration the appropriate discount given by ACs after deduction of penalty, if any, is Rs...../- (Rs.....in words).

    iv. The medicine/s indented and mentioned in the bills was/were not available in the DGD/Hospital/health centre/AamAadmi Polyclinic at the time of submitting indent to the ACs.

v. The indented medicine/s doesn't/do not contain Toiletries and Cosmetics product.

vi. Medicines have been handed over to the beneficiary/authorised representative.

vii. The shelf life of the medicine/s at the time of delivery is more than six months.

13. Two sets of bill vouchers complete in all respect along with requisite supporting documents as mentioned at point 11 and 12 should be forwarded to concerned CDMO/MS.

14. Please ensure that multi-vitamins, minerals and antioxidants covered under EML 2016 (Delhi) are indented as per provisions of Office Order No.DGHS-16012/19/2016-DGEHSDGHS-DIRGE(DGHS)-Part(2)/171411-463 dated 25/07/2016 (copy enclosed as Annexure-VI) and in accordance to guidelines issued from time to time by this Directorate.

15. Please ensure that supplies are made in original packing of manufacturer, in the nearest available pack/bottle/tube size.

16. Please ensure that Maximum Retail Price (MRP) printed on supplied medicines is masked by AMA, after verification of rate, to prevent misuse of supplies.

17. Please ensure that the medicines/strips/ bottles/ packets/ boxes/ items supplied by the ACs are stamped with "DGEHS Supply - Not for Sale".

18. Please ensure that bills are submitted within a week to concerned CDMO/MS office to ensure timely payment to Authorized Chemist to avoid interruptions and stoppage of supply due to late payments. Bill cycle will start once bill voucher along with the medicines are delivered to concerned health facility. Time line, as given in Table-1 below, shall be followed for processing the bills for payment.

Table-1

S. No.	Role assigned to	Timelines for bills
1.	Authorized Chemist	Presentation of bills to respective unit for the supply made during each fortnight (1 to 15 & 16 to 30/31) within 10 days of closing of each fortnight.
2.	AMA/ Nodal officer of DGEHS	Verification of bill and onward submission to concerned CDMO/MS within seven working days
3.	CDMO/MS office	Verification of 10% of bills and onward submission to this Directorate within seven working days
4.	DGEHS office and Accounts	Process the bills for payment within seven working days.

19. Please adhere to the prescribed timelines as there are clear instructions from higher authorities to fix responsibility for any kind of delay. Therefore, it is reiterated that:

- Bills are processed timely.
- Indenting of medicines by Nodal Officer/MO In-charges/AMA is strictly as prescribed
- Copy of the Prescription and Medical Facility Card self attested by beneficiary with date, are attached with each indent and invoice of the bill.
- Each bill in a bunch is verified for the net payable amount by MO In-charges/AMA.
- Penalty shall be imposed wherever applicable while verifying net amount.

20. Penalty on late/partial supply of medicines may be levied by AMA as below:

In the event of non-supply of indented medicines in time Rs. 100/- shall be deducted from the bill of the Chemists for each day or part thereof of delay in respect of each indented items upto 10 days i.e. not more than Rs. 1000/- per indented medicine.

Table 2

Indent raised for	Indent raised on	Medicine Supplied on	Delay due to	Penalty
10 Medicines	1st of month	3rd of month	Not Applicable	Nil
10 Medicines	1st of month	4th of month	Holiday on 3rd of month	Nil
10 Medicines	1st of month	4th of month	Holiday on 2nd of month	Rs. 1000/- (Rs. 100 x1 day x 10 medicines) Not exceeding Rs. 1000 per medicine
10 Medicines	1st of month	5th of month	No holiday	Rs. 2000/- (Rs. 100 x 2 days x 10 medicines) Not exceeding Rs. 1000 per medicine
10 Medicines	1st of month	Four medicines on 03rd of month & 06 on 4th of month of month	Partial supply	Rs 600/- (Rs. 100 x 1 day x 6 medicines)

21. Penalty on late submission of "Unable to Supply" certificate may be levied as below:-

Table 3

Indent raised for	Indent raised on	Submission of "Unable to Supply" Certificate	Delay due to	Penalty
10 Medicines	1st of month	3rd of month	Not Applicable	Nil
10 Medicines	1st of month	4th of month	Holiday on 3rd of month	Nil
10 Medicines	1st of month	4th of month	Holiday on 2nd of month	Rs. 1000/- (Rs. 100x1 day x 10 medicines)
10 Medicines	1st of month	5th of month	No holiday	Rs. 2000/- (Rs.100 x 2 days x10 medicines)
10 Medicines	1st of month	6 medicine supplied and for 4 medicines certificate submitted on 3rd of the month	Partial submission of "Unable to Supply" certificate	Nil
		7 medicine supplied on 3rd day but for 3 medicines certificate submitted on 6th of month		Rs 900/- (Rs. 100 x 3 day x 3 medicines)

Note: - "Unable to Supply" certificate will only be accepted if medicine is not readily available in the market or production of medicine stopped by the company or name/strength of the medicine is not clearly mentioned in the indent but within two days (Stipulated time for supply of medicines). Maximum penalty for non-supply of medicine/not submission of "Unable to Supply" certificate should not exceed Rs. 1000/- per indented medicine.

Deliberate submission of "Unable to Supply" certificate will be seen as breach of the terms and conditions of the contract and stern action, which include termination of contract, forfeiture of performance security and blacklisting of the firms, will be taken against the firm.

22. In case MO in-charge/AMA/ Nodal officer DGEHS observes that Authorized Chemist is giving deliberate "UNABLE TO SUPPLY" certificate to escape from penalty of late supply or for any other reason, Penalty on "UNABLE TO SUPPLY" Certificate amounting to Rs.500/- per indent in addition to existing penalty shall be levied, if indented medicine is available in market as certified by AMA.

23. In case of medicine supply stoppage by the firm at the the allocated DGD/Hospital/district, penalty of Rs. 2000/- per day per Dispensary/hospital up to 15 days shall be imposed, thereafter, the firm may be debarred/blacklisted for 03 years from participating in any tender of GNCTD and performance security shall be forfeited.

24. In case medicines not readily available in the market or production of medicine stopped by the company or name/strength of the medicine not clearly mentioned in the indent, penalty clause shall not be applied and "Unable to Supply " certificate shall be accepted by AMA from Authorized Chemist within two days of raising indent. However, delay in submitting "Unable to Supply" certificate will invite penalty as mentioned in point 20.

25. Please ensure that in chronic conditions such as diabetes, hypertension, and joint disorders etc. medicines should be indented initially for one month from the date on which the beneficiary reports to the AMA on first occasion. On subsequent occasions, once the patient is stabilised on the particular medicine for the specified disease, indent may be placed for three months.

26. The costly medicines should not be indented for more than one month at a time.

(The said instructions mentioned at point 23 above should be strictly followed even if the physician has prescribed the medicines for longer period. It happens that the treatment is changed sometimes in between and the medicines already indented go waste. In case, treatment of beneficiary is changed in between the medicine issuing period by treating physician, the balance of already issued medicine shall be returned by beneficiary to the AMA for using the same through Government pool. The Medicine should be returned in full strips and bottle and not in cut strips. For this a separate record has to be maintained by AMA in the dispensary/health facility. These medicines can be issued to other patients who are prescribed same medicines).

27. Please ensure that all complaints/suggestions related to supply of medicines to pensioner beneficiaries by Authorised Chemists (ACs) are processed and replied timely. AMA/MO In-charge/Nodal Officer (DGEHS) is authorised for the same.

28. Ayurvedic medicines prescribed by allopathic doctor are not admissible as per provision of DGEHS scheme. Therefore, Ayurvedic medicines prescribed by allopathic doctor shall not be indented through ACs (copy placed at Annexure-VIII).

29. Please ensure utmost care while raising indent in terms of composition/ combination and quantity of the drugs indented.

30. Please ensure that beneficiary submits the Utilisation Certificate (UC) to the concerned AMA for the Costly Medicines (Approximate cost more than Rs. 5000/-) before placing the indent for medicines for further period (copy placed at Annexure-IX).

31. Please ensure all illegible prescription are rectified from treating doctor by beneficiary, before they are indented.

32. Part supply of medicines is not allowed; in case of part supply of medicines penalty as illustrated in point 20 and 21 will be imposed.

33. Return of medicines from beneficiary in case of death or any other reason, vendor can use them for another patient who is demanding same medicine.

B. CHIEF DISTRICT MEDICAL OFFICERS (CDMOs)/ MEDICAL SUPERINTENDENTS:

1. Please ensure that bill vouchers received by them, have been verified by AMA as per point 11 and 12 above.
2. Please ensure that instructions issued to AMA in preceding section above have been followed. CDMOs/MSs are advised to verify and stamp 10% of the bills to the effect that.....

   "AMA has indented the medicines as per DGEHS instruction. Payable amount has been verified and bills are being forwarded after scrutinization of 10% of bills"

   Signature of CDMO/MS

   It is once again reiterated that the payment to Authorised Chemist/s is being made by this Directorate on verification of bills by AMA and scrutinization of bills by the CDMO/MS concerned. Over payment or non-payment due to no observance of these guidelines and late submission of bill respectively is the responsibility of AMA and CDMO/MS.
3. Medical Superintendent/CDMO/AMA/MO In-charge/Nodal Officer (DGEHS) are advised to appropriately redress the complaints/grievances related to supply of medicine to pensioner beneficiaries by Authorised Chemists (ACs).
4. The detailed report of the deliberate "UNABLE TO SUPPLY" certificate given by the Authorised Chemist and submitted by the MO in-charge/AMA/Nodal officer DGEHS shall be compiled on monthly basis along with his/her observation. This compiled report shall be submitted to DGEHS so that appropriate action could be taken against the Authorised Chemist.
5. Supply of medicine/s up to six months may be allowed in accordance to OM of CGHS dated (copy placed at Annexure-X) at the level of CDMO/MS and a copy of same shall be forwarded to this Directorate for information.

C. AUTHORISED CHEMISTS (ACs):

1. ACs or their representative shall receive indent for the medicines online (if available) or through e-mail (when MIS is not available/non-functional) from the dispensaries/polyclinics/hospitals during the time allotted before the specified closing hours. The hospital/dispensary/polyclinics shall place the indent for prescribed medicines which is/are not available in dispensary/ polyclinic/ hospitals.
2. The Authorised Chemist shall ensure reliable internet connectivity to ensure connectivity with DGEHS network to receive online indent from the dispensaries/ hospitals. Copies of the indent shall be printed by him/her on plain computer stationery as prescribed by DGHS.
3. All medicines/ strips/ bottles/ packets/ boxes/ items should have MRP clearly printed on them and should be legible. In case, MRP is not written or printed or legible, the Authorised Chemist shall provide a certificate from the manufacturer stating MRP of

the product. Any reduction/ revision of the rates of MRP of any medicine shall be intimated to the indenting Dispensary/ Polyclinics/ Hospital. Supply of old stock with higher MRP while withholding newer stock with lesser MRP shall be construed as fraudulent practices and will be dealt accordingly.

4. Authorised Chemist shall compulsorily stamp "DGEHS Supply - Not for Sale" on all the medicines/ strips/ bottles/ packets/ boxes/ items supplied by him/ her.
5. Authorised Chemist will have to be very particular about the quantity and the salt/molecule/combination supplied/prescribed medicines vis-a-vis indent raised.
6. Demand or supplies of any other medicinal/non-medicinal product in lieu of medicine shall be considered as corrupt and fraudulent practices and may invite penalties for beneficiary and for Authorised Chemist.
7. The Authorised Chemist shall submit the bill to respective DGD/Polyclinic/Hospital for the supplies made during preceding fortnight (1 to 15 & 16 to 30/31) within 10 days of closing of each fortnight.
8. The bill should clearly indicate the details of the supplies made each day such as name of the item, batch number & expiry date, name of beneficiary, Medical Facility Card number with date, MRP, discount as per contract etc. and any other information required by the DGEHS. The submitted bills having any deficiency in respect to these details will not be accepted for processing for the purpose of payment and shall be returned back to Authorised Chemist.
9. Authorised Chemist (AC) shall provide three sets with original indent vouchers along with RTGS details of the bank to AMA. AMA shall forward two set to CDMO/MS office along with all supporting documents (as mentioned at point 11 and 12 of "Part-A" of Broad Guidelines) and keep one set in DGD/Polyclinic/Hospital as record.
10. Please ensure that supplies are made in original packing of manufacturer, in the nearest available pack/bottle/tube size.
11. Authorised Chemist shall preferably provide the medicine/s of same brand as indented. In case the particular brand of medicine is not available, Authorised Chemist will inform AMA accordingly and AMA, if satisfied, may permit substitution of brand with the knowledge and acceptability of beneficiary. In case beneficiary does not accept the substitution of brand then AMA will give N.A. certificate for that particular medicine and beneficiary can purchase the same from market and claim reimbursement from his/her concerned department.
12. In case of over payment made to the Authorised Chemist inadvertently, the same shall be adjusted in the payment made on subsequent bills.
13. Part supply of medicines is not allowed. In case of part supply of medicines penalty will be levied.
14. Return of medicines from beneficiary in case of death or any other reason, vendor can use them for another patient who is demanding same medicine.

D. DGEHS CELL:

1. This office will process the verified bills submitted by MS/CDMO offices for payment to ACs.
2. DGEHS will process, the bills received from CDMO/MS, for payment presuming that the same have been checked before forwarding to DGEHS Cell. Then, non-payment/over payment due to any deficiency or discrepancy in submission of bills on the part of anyone, shall be the responsibility of the concerned CDMO/MS.

3. For any clarification MO In-charges/AMA/Nodal Officer may contact to AD (DGEHS), SMO/MO (DGEHS) either through telephonically on 011-22391435 or through e-mail on spodgehs@gmail.com, addgehs.delhi@gov.in.

4. For any update, kindly visit the DGEHS web portal www.health.delhigovt.nic.in> Click link 3 'Directorate General of Health Services on left side > Click link 2 'DGEHS on left side > click link 1 'Important Office Memorandums and Office Orders' below the page.

The above guidelines are for strict compliance by all concerned including CDMO, MS, AMA, AC and all departments under GNCTD.

This issues with prior approval of Competent Authority.

(Dr. Sushma Jain)
Addl Director, DGEHS

No.F.25(III)/DGEHS/1262/DGEHS (HQ)/19-20/ 13497 – 5007 Dated : 1/2/22

Copy to:-

1. All MSs, Delhi Government Hospitals
2. All CDMOs, GNCTD
3. PS to DGHS, GNCTD
4. AMAs of DGEHS through MSs/CDMOs
5. All Authorised Chemists
6. Guard File

1/2/22

(Dr. Sushma Jain)
Addl. Director, DGEHS

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Annexure - I

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
F-17, KARKARDOOMA, DELHI-110032
(DELHI GOVT. EMPLOYEES HEALTH SCHEME)

F. No. 25(III)/DGEHS/535/DHS/2017-18/Pt. File/17337 - 17532 Date- 1/7/19

CIRCULAR

The Directorate is receiving many complaints/grievances/representation from pensioner beneficiaries regarding issue of combination medicines. The matter has been examined by this Directorate and expert opinion was also taken from Director Professor & Head, Deptt. of Pharmacology, Maulana Azad Medical College.

Therefore, it has been decided by Competent Authority that individual components of combination medicines can be given separately, provided that the amount/strength of individual components is the same.

All AMAs of attached DGDs/Hospitals are advised to follow the direction.

(Dr. Deepak Kumar)
CMO, DGEHS

To,

MS Delhi Govt Hospital/CDMO, with the request to circulate and ensure compliance from all AMA failing under it's jurisdiction.

F. No. 25(III)/DGEHS/535/DHS/2017-18/Pt. File/17332 - 17532 Date- 1/7/19
Copy for information to:-

1. Pr. Secy to Hon'ble Chief Minister, Govt. of NCT of Delhi
2. Secy. to Hon'ble Minister of Health, Govt. of NCT of Delhi
3. OSD to Chief Secretary, Govt of NCT of Delhi.
4. Pr. Secy. (Health), Govt. of NCT of Delhi
5. Registrar, Delhi High Court
6. All Heads of Department of Government of NCT of Delhi.
7. Director Health Services, GNCTD
8. Medical Superintendent of all Hospitals under Govt. of NCT of Delhi.
9. Controller of Accounts, GNCTD (with request to forward a copy of OM to all PAOs)
10. All HOOs / CDMOs under DHS (with the request to inform all concerned)
11. CMO /Computer cell, DHS (HQ) (with the request to upload it on our website. (http://www.delhi.gov.in/wps/wcm/connect/doit_health/Health/Home/Directorate+0f+Health+Services/DGEHS/)
12. All officers/officials of DGHS (HQ) and DGEHS branch
13. Guard file.

(Dr. Deepak Kumar)
CMO, DGEHS

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Annexure -II

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
F-17, KARKARDOOMA, DELHI-110032
(DELHI GOVT. EMPLOYEES HEALTH SCHEME)

F. No. 25(III)/DGEHS/539/DHS/2017-18/Pt. File/ 15823-16073 Date- 29/5/19

CIRCULAR

It has been brought to the notice of this Directorate that insulin pen are being indented through authorized chemist for DGEHS Pensioner beneficiaries. In this regard, it is informed that as per provision of scheme, pen are permitted for the patients suffering from Type -I Diabetis Mellitus only.

Therefore, it is reiterated that all the in-charges of DGD/Hospitals should strictly adhere to the provisions of DGEHS OM dated 03/10/2013 (copy enclosed) in respect to provision of insulin pen to DGEHS beneficiaries

Encl: As above,

(Dr. Deepak Kumar)
CMO, DGEHS

To,

1. MS Delhi Govt Hospital/CDMO, with the request to circulate and ensure compliance from all AMA failing under it's Jurisdiction.
2. M/s Kamla Enterprises, D-4, Veena Enclave, Nangloi, Delhi-43.
3. M/s Kaushik Medical Store,WZ-11C, Lajwanti Garden, New Delhi-110046
4. M/s Kailash Chemist, Shop No. 2, Atalantic Plaza, Plot No. 4, LSC-II, IP, Extension, Delhi-110092.
5. M/s Aggarwal Medical &General Store, I-90, Lal Kaun, Badarpur, M.B, Road New Delhi-110044.

F. No. 25(III)/DGEHS/539/DHS/2017-18/Pt. File/ 15823 – 16073 Date- 29/05/19

Copy for information to:-

1. Pr. Secy to Hon'ble Chief Minister, Govt. of NCT of Delhi
2. Secy. to Hon'ble Minister of Health, Govt. of NCT of Delhi
3. OSD to Chief Secretary, Govt of NCT of Delhi.
4. Pr. Secy. (Health), Govt. of NCT of Delhi
5. Registrar, Delhi High Court
6. All Heads of Department of Government of NCT of Delhi.
7. Director Health Services, GNCTD
8. Medical Superintendent of all Hospitals under Govt. of NCT of Delhi.
9. Controller of Accounts, GNCTD (with request to forward a copy of OM to all PAOs)
10. All HOOs / CDMOs under DHS (with the request to inform all concerned)
11. CMO /Computer cell, DHS (HQ) (with the request to upload it on our website. (http://www.delhi.gov.in/wps/wcm/connect/doit_health/Health/Home/Directorate+0f++Health+Services/DGEHS/)
12. All officers/officials of DGHS (HQ) and DGEHS branch
13. Guard file.

(Dr. Deepak Kumar)
CMO, DGEHS

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF HEALTH SERVICES
F-17, KARKARDOOMA DELHI-32
(Delhi Government Employees Health Scheme)

F. No. 25(III)/DGEHS/352/DHS/2013/ 63207 – 258 Date: 3/10/2013

OFFICE ORDER

Subject:- Regarding admissibility of disposable insulin syringes, needles and cost of pen for Type I Diabetes Mellitus patients (on insulin therapy) under DGEHS.

It has been decided by the competent authority that expenditure incurred on procurement of disposable insulin syringes, needles and cost of reusable insulin pen for Cartridges by Type I Diabetes Mellitus patients (on insulin therapy) will be reimbursed to the DGEHS beneficiaries on the advice of Specialist. This order shall come into force with immediate effect and to be implemented prospectively.

(DR. N.V. KAMAT)
DIRECTOR, HEALTH SERVICES

F. No. 25(III)/DGEHS/352/DHS/2013/ 63207 - 258 Date: 3/10/2013

Copy for information and necessary action to:

1. Chief Secretary, Govt. of NCT of Delhi.
2. Pr. Secy. to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. Pr. Secy. (Finance), Govt. of NCT of Delhi.
4. Secyretary (H&FW), Govt. of NCT of Delhi.
5. Secy. To Hon'ble Minister of Health & Family Welfare, Govt. of NCT of Delhi.
6. Principal Accounts Officer, Govt. of NCT of Delhi, "A", Vikas Bhawan, New Delhi.
7. HODs, Govt. of NCT of Delhi.
8. HODs of Autonomous bodies of Govt. of NCT of Delhi.
9. Registrar, Delhi High Court.
10. Controller of Accounts, GNCT of Delhi.
11. Medical Superintendents of all hospitals under Delhi Government (With the request to inform all concerned).
12. All CDMOs under DHS with the request to inform all concerned Dispensary In-charges / AMAs for needful.
13. DCA, DHS (HQ).

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Annexure – III

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
F-17, KARKARDOOMA DELHI-32
(DGEHS CELL)

F. No. DGHS-16012/41/2016-DGEHS DGHS-DIRGE(DGHS)-Part(1)/181846-896 Date-07/11/2016

CIRCULAR

In continuation of this office circular No. F. No. DGHS-16012/26/2016-DGEHS DGHS-DIRGE (DGHS)/ 180555-592 dated 21/10/2016 it has been decided that the indent of medicines may be raised through official email address of the DGD/Hospital to the email of the firm (Annexure A) till a new portal become functional in the following format.

Supplied Challan

Indent I.D.	Indent No.	Supplier	Submission date

Challan I.D.	Challan No./Ref. No.	Challan Date

Sl. No.	Item Name	Specification	Card No.	Beneficiary Name	Patient Name	Indent Quantity	Already Supplied	Quantity to supply
1.								
2.								

The copy of same for information may be sent to the office email address sunil.k42@gov.in .

This issue is with the approval of Competent Authority.

(Dr. Ashok Kumar)
Addl. Director, DGEHS

To,

All MS of Delhi Govt. Hospitals
All CDMOs

F. No. DGHS-16012/41/2016-DGEHS DGHS-DIRGE(DGHS)-Part(1)/181846-896 Date-07/11/2016

Copy for information to:

PS to DGHS

(Dr. Ashok Kumar)
Addl. Director, DGEHS

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Annexure-IV

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
F-17, KARKARDOOMA DELHI-32
(DGEHS CELL)

F. No. DGHS-16012/26/2016-DGEHS DGHS-DIRGE (DGHS)/ 180555-592 Date-21/10/2016

CIRCULAR

It has come to the notice of this office that MIS is not functioning in some DGDs/Hospitals and wherever it is functioning, no further amendments can be done once the entries have been made. It may lead to non raising of online indent for medicines to Authorized Local Chemists (ALCs) for DGEHS beneficiaries.

It is requested that all AMA/MO In-charge/Nodal Officer of DGEHS under your jurisdiction may be informed that in such case AMA/MO In-charge/Nodal Officer of DGEHS may raise indent of medicines manually to ALCs.

(Dr. Ashok Kumar)
Addl. Director, DGEHS

To,

All MS of Delhi Govt. Hospitals
All CDMOs

F. No. DGHS-16012/26/2016-DGEHS DGHS-DIRGE (DGHS)/ 180555-592 Date-21/10/2016
Copy for information to:

PS to DGHS

(Dr. Ashok Kumar)
Addl. Director, DGEHS

Annexure -V

GOVT. OF NCT OF DELHI
DIRECTORATE OF HEALTH SERVI CES
F-17, KARKARDOOMA, DELHI – 110032
DELHI GOVERNMENT EMPLOYEES HEALTH SCHEME

No. F 25(III)/ DGEHS/168/DHS/2011/Part-II/ 22377 - 22634 Dated – 27-04-2012

OFFICE MEMORANDUM

In supersession of Officer Order No. F.No.25(III)/DGEHS-139/DHS/2009/12610-12623 dated 08/03/2011 the reimbursement of individual medical claims of pensioners shall be dealt by the concerned administrative department w.e.f. 01/05/2012 from where the pensioner retired. Henceforth, the pensioners shall submit their individual medical claim bills in their respective departments. Concerned departments shall examine and settle such medical claims. The individual medical bills of pensioners shall not be received in Directorate of Health Services after 30/04/2012 irrespective of date of treatment of the beneficiary.

Further the bills of pensioner beneficiaries of GNCT of Delhi raised by the hospitals / diagnostic centers under cashless scheme of DGEHS shall continue to be dealt by the DGEHS cell under Directorate of Health Services in centralized manner. The bills of Ex. MLAs, Ex. Metropolitan Councilors and retired Judges of Hon'ble High Court of Delhi under cashless scheme shall continue to be dealt by the Delhi Legislative Assembly and Registrar, Delhi High Court respectively.

(Dr N.V. KAMAT)
DIRECTOR HEALTH SERVICES

Copy to –

1. Chief Secretary, Govt. of NCT of Delhi
2. Pr .Sec. to Hon'ble Chief Minister, Govt. of NCT of Delhi
3. Pr. Secy. (H&FW), Govt. of NCT of Delhi
4. Pr. Secy. (Finance), Govt. of NCT of Delhi
5. Secy. to Hon'ble Minister of Health & Family Welfare, Govt. of NCT of Delhi
6. Principal Accounts Officer, Govt. of NCT of Delhi, "A" Block, Vikas Bhawan, New Delhi
7. All HODs Govt. of NCT of Delhi
8. All HODs of Autonomous bodies of Govt. of NCT of Delhi
9. Registrar, Delhi High Court
10. Controller of Accounts GNCT of Delhi
11. Medical Superintendents of all Hospitals under Delhi Government (With the request to inform all concerned)

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12. All CDMOs under DHS with request to inform all concerned Dispensary In-charges to direct all beneficiaries accordingly.
13. DCA, DHS (HQ)
14. Administrative Officer of DHS (HQ) with the request to direct R & I Staff accordingly.
15. In-charge computer section DHS (HQ) with the request to upload the same on DGEHS Website address http://www.delhi.gov.in/wps/wcm/connect/doit_health/Health/Home/DHS/DGEHS
16. Medical Superintendents of all Hospitals / Diagnostic centers empanelled under DGEHS

(Dr. N.V. KAMAT)
DIRECTOR HEALTH SERVICES

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174/175

File No.DGHS-16012/19/2016-ADDGESH-DIRGE(DGHS)-Part(2)

1/9646/2016

Annexure-VI

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF HEALTH SERVICES
F-17, KARKARDOOMA DELHI-32
(DGEHS)

171411-463

F. No. DGHS-16012/19/2016-DGEHS DGHS-DIRGE (DGHS) - Part (2) Date:- 25/07/2016

OFFICE ORDER

Reference is invited to the earlier order dated 25/04/2016 whereby directions were issued to ALCs not to supply the preparation containing multivitamins, minerals, anti-oxidants, nutrients and food supplements, toiletries and cosmetic product etc. to the beneficiaries.

However, on receipt of a number of representations especially from senior and super-senior pensioners, patients having undergone major surgeries, patients suffering from chronic diseases, the matter has been reviewed in consultation with concerned specialists. It has been observed that vitamins, antioxidants and some supplements etc are not prescribed in isolation but they are prescribed as essential for therapeutic use along with ongoing treatment.

In view of above it has been decided that:

1. The prescription of vitamins, minerals, and antioxidants should be restricted as per EMI, 2016 of Delhi Govt. In case of non availability of these items in Delhi Govt. hospitals/Health Centres, they may be allowed initially for first three months on prescription of any private empanelled hospital provided that they have been prescribed as essential for therapeutic use along with some medicines, with proper diagnosis and justification. After three months, these products may be permitted by AMA on the recommendation of Govt. Specialist of concerned field only.

2. The above conditions shall not apply to the patients with CLD, CKD, malabsorption syndrome, transplant patients, cancer patients who may be permitted vitamins minerals, food supplements and antioxidants if the same has been prescribed by the concerned specialists as essential for therapeutic use with proper diagnosis and justification.

File No.DGHS-16012/19/2016-ADDGESH-DIRGE(DGHS)-Part(2)

I/9666/2016

3. Food Supplements may be allowed by AMA only on recommendation of Govt. Specialist of concerned field.

4. Toiletry and Cosmetic products will not be permitted.

(Dr. Ashok Kumar)
Addl. Director DGEHS

F. No. DGHS-16012/19/2016-DGEHS DGHS-DIRGE (DGHS) - Part (2) dated:-

Copy for information to:

1. All Director/ RDHS/MS of Delhi Govt. Hospitals
2. All ARDHS
3. All ALCs
4. PS to DGHS

(Dr. Ashok Kumar)
Addl. Director DGEHS

Signature valid

Digitally signed by ASHOK KUMAR
Date: 2[illegible] 07.2[illegible] 33:51 IST
Reason: [illegible]

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ANNEXURE-VII

PROFORMA FOR SEEKING PERMISSION FOR COSTLY MEDICINE/S

I. Details of indenting Units

S. No.	Particulars	Description
1.	Name of Dispensary/Hospital	
3.	Name of the AMA/MO Incharge	
4.	Contact Number of AMA	

II. Details of Beneficiary

S. No.	Particulars	Description
1.	Name of the beneficiary	
2.	Medical Facility Card Number	
3.	Validity of Medical Facility Card	
4.	Name of the Government/empanelled hospital where medicine prescribed	
5.	OPD Registration Number of Government/empanelled hospital	

III. Details of Medicines

S. No.	Name of the Medicine/s	Quantity/duration	Remarks , if any

15/-

Annexure – VIII

(f) Soyal/Pro-soyal/Nursobec baby food preparations when recommended essential to new born children to prevent diarrhoea caused due to genetic intolerance and allergic to milk protein.

[M.H. & F.W., O.M. No. S-14025/10/90-MS, dated 11.3.1991]

3. Non-admissibility of Preparation such as Primary Food, Tonics, Cosmetics and Vaccines

The question of admissibility or otherwise to beneficiaries under CGHS / CS (MA) Rules, 1944 of preparations which are primary food, vitamins, Haematinic minerals, anti-oxidants, cosmetics and vaccines, has been under consideration for sometime. On the recommendations of an Expert Committee and Drug Controller-General of India, it has been decided that:—

(i) Product manufactured / marketed as food supplement, cosmetics and ayurvedic preparation prescribed by allopathic doctors will be inadmissible.

(ii) Supply of vitamins, minerals and anti-oxidants will be restricted to prevalent CGHS formulary only.

[1][(iii) Vaccines, in general, will be inadmissible, except Hepatitis B, Influenza and Leprovac Vaccines for high risk individual, is recommended by specialist with justification and countersigned by HoD of concerned speciality of Government Hospital.]

These instructions take effect from the date of issue of the Office Memorandum.

[M.H., O.M. No. F. No. 39-3/2003-04/CGHS/MSD/RS, dt. 23.7.2009 as amended by Corrigendum of even no. dated 3.8.2009]

SCHEDULE I
PREPARATIONS CLASSIFIED AS FOODS

The following preparations classified as foods, whether they are used as Baby Foods, Milk Foods, Invalid Foods, Beverages, Drinks, etc., etc.

1. Invalid Foods

Bournvita
Casilan
Casilan-B12
Complan
Complan Banana Flavour
Horlicks
Maltodex
Maltodex-S
Milpro
Miltone
Multipurpose Foods
Nutro-Protein
Nutri-Nugget

1. Amended vide M.H. Corrigendum No. 39-3/2003-04/CGHS/MSD/RS, dt. 3.8.2009.

DIRECTORATE GENERAL OF HEALTH SERVICES
GOVT OF NCT OF DELHI
F-17, KARKARDOOMA, DELHI-110032
(DELHI GOVT. EMPLOYEES HEALTH SCHEME)

Annexure-FE

No. F. DGHS-16012/102/2016-DGEHS DGHS-DIRGE(DGHS)/19426-305 Dated: 17/02/17

CIRCULAR

Subject: Regarding "utilization certificate" for costly injections:

In reference to a guideline communicated on 15/12/2016 wherein Point 24 of the Part A "AUTHORIZED MEDICAL ATTENDENT/MEDICAL OFFIECR INCHARGE/NODAL OFFICER OF DGEHS" regarding supply of medicines to DGD/Hospital which states as " Please ensure that beneficiary submits the utilization certificate for the costly medicines approx. more than Rs. 5000/- before indenting the medicines for further period. The utilization certificate for injections may be provided by treating physician and in case of tablets utilization certificate may be provided by the pensioner beneficiary."

The matter has been discussed with the Director General of Health Services and it has been decided that the utilization certificate for injection may be taken from the pensioner beneficiary instead of treating physician.

Dr. Ashok Kumar
Addl. Director, DGEHS

To

All MS of Delhi Govt Hospitals/CDMOs

No.F.DGHS-16012/102/2016-DGEHS DGHS-DIRGE(DGHS)/19426-305 Dated: 17/02/17

Copy for information to:-

1. PS to DGHS

Dr. Ashok Kumar
Addl. Director, DGEHS

Annexure-I

F.No 2-2/2014/CGHS HQ/ PPT/CGHS(P)
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Nirman Bhawan, Maulana Azad Road
New Delhi 110 108

Dated: the 21st October , 2014

OFFICE MEMORANDUM

Sub- Issue of medicines / reimbursement of expenditure on investigations / treatment procedures / implants and other medical devices under CGHS- regarding

***

With reference to the above mentioned subject the undersigned is directed to draw attention to paragraph (c) and (d) of the Office Memorandum of even No dated the 25th August 2014 and to state that in response to the representations received from CGHS beneficiaries in this regard , it has now been decided by the competent authority to withdraw the provisions under para (c) and para (d) of the Office Memorandum No 2-2/2014/CGHS HQ/ PPT/CGHS(P) dated the 25th August , 2014 and to restore the status existing prior to the issue of above stated OM dated the 25th August, 2014.

In other words medicines under CGHS can be issued for up to 3 months at a time in chronic diseases on the basis of a valid prescription and for up to 6 months for those beneficiaries who are going abroad, as was the case prior to issue of OM dated 25.8.2014.

(RAVI KANT)

Under Secretary to Government of India

011-2306 1141

To

1. All Ministries/Departments, Government of India
2. Director, CGHS, Nirman Bhawan, New Delhi

3. Addl.DDG(HQ), CGHS, MoHFW, Nirman Bhawan, New Delhi
4. AD(HQ), CGHS, R.K.Puram, Sector-12, New Delhi
5. All Addl. Directors/Joint Directors of CGHS cities outside Delhi
6. Additional Director (SZ)/(CZ)/(EZ)/(NZ)/(MSD), MCTC CGHS, New Delhi
7. JD(HQ), JD (Grievance)/JD (R&H), CGHS, Delhi
8. DDG(M) /CMO(SRA), Dte.GHS, MoHFW, Nirman Bhawan, New Delhi
9. Rajya Sabha/Lok Sabha Secretariat, New Delhi
10. Registrar, Supreme Court of India, New Delhi
11. U.P.S.C, Dholpur House, New Delhi
12. Office of the Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi
13. Director, Department of Pension & Pensioners' Welfare, Lok Nayak Bhawan, Khan Market, New Delhi
14. PPS to Secretary (H&FW)/Secretary (AYUSH)/Secretary (HR)/Secretary (AIDS Control), Ministry of Health & Family Welfare
15. PPS to DGHS/AS&DG (CGHS)/AS&FA/AS&MD, NRHM/AS(H), MoHFW, New Delhi
16. MS Section, MoHFW, Nirman Bhawan, New Delhi
17. MG-II Section, Dte GHS, Nirman Bhawan, New Delhi
18. Hospital Empanelment Cell, CGHS, MoHFW, Nirman Bhawan, New Delhi
19. CGHS-I/II/III/IV, Dte. Gen of CGHS, MoHFW, Nirman Bhawan, New Delhi
20. Estt.I/Estt.II/Estt.III/Estt.IV Section, MoHFW, Nirman Bhawan, New Delhi
21. Admn.I/Admn.II Section, Dte.GHS, MoHFW, Nirman Bhawan, New Delhi
22. Integrated Finance Division, MoHFW, Nirman Bhawan, New Delhi
23. All Officers/Sections/Desks in the Ministry
24. Deputy Secretary (Civil Service News), Department of Personnel & Training, 5th Floor, Sardar Patel Bhawan, New Delhi
25. Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi
26. All Staff Side Members of National Council (JCM)
27. ED(H)/Planning, Railway Board, Ministry of Railways, Rail Bhawan, Rafi Marg, New Delhi – 110001
28. Central Organisation, ECHS, Department of Ex-Servicemen Welfare, Ministry of Defence, New Delhi
29. Chairman, Employees' State Insurance Corporation, Ministry of Labour & Employment, Panchdeep Bhawan, C.I.C. Marg, New Delhi-110002
30. UTI-ITSL, 153/1, First Floor, Old Madras Road, Ulsoor, Bengaluru-560008.
31. Swamy Publishers (P) Ltd., P.B. No.2468, R.K. Puram, Chennai-600028
32. Swamy Publishers (P) Ltd., 4855, 24, Ansari Road, Daryaganj, New Delhi
33. Sr. Technical Director, NIC, MoHFW, Nirman Bhawan, New Delhi with the request to upoad this OM on the Ministry's website under the link of CS (MA) Rules – OMs and Circulars.
34. Hindi Section, MoHFW, Nirman Bhawan, New Delhi for providing Hindi version of this OM.
35. Guard file