



No. F.DTL/F-3/2025-26/HR(Medical)/510

Dated: 22-10-2025

**CIRCULAR**

**Subject: Advisory/guidelines to avail the Medical facilities.**

In reference to the above subject and the problem faced by the DTL Medical Department while providing credit permission and verifying the bills. The following guidelines have been re-circulated for wide compliance.

- The DTL medical card (MPC) should have recent family photograph affixed on MPC, duly signed & Stamped by the Controlling Officer.
- To avail the credit facility in elective admission, beneficiary needs to get permission from CMO office before admission and beneficiary must bring the patient and all related medical records to CMO office for credit permission.
- As per the NMC & CGHS guidelines the prescription from the empanelled hospital and dispensary must be signed and stamped by the treating doctor.

  
22/10/25  
CMO - DTL

Copy to:

1. PS to CMD - DTL
2. PS to Director (HR)
3. DM(S) to Director (Finance)
4. PS to Director (Oprns.)
5. GM(HR)
6. DM(HR) SAP - for flash/uploading on ERP Portal

o/c

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दिनांक: 17.12.2018

### OFFICE Memorandum

It is observed that in most of the empanelled HCOs, specialist does not put signature and rubber stamp on the prescription slip during consultation, due to which CGHS beneficiaries suffer a lot of problem in seeking endorsement of the advised procedure/investigation & procurement of medicines from CMO i/c of CGHS WC.

Therefore, you are directed to issue instruction to all specialist/doctors working in your hospital that they must put their Stamp with name speciality & MCI/DMC Registration No. below their signature on the prescription slip of CGHS beneficiaries to enable them to get endorsement of the advised procedure/investigation & procurement of medicines from CMO i/c of CGHS WC easily and to make referral system hasslefree issued by Ministry's OM Z 15025 / 117 /2017/DIR/CGHS dated 15.1.2018.

(Dr. Sanjay Jain)

Additional Director, CGHS (HQ)

To

The Medical Superintendent  
All CGHS pvt. Empanelled hospitals.