

F.No. Z.15025/1/2016/DIR/CGHS  
Govt. of India  
Ministry of Health and Family Welfare  
Directorate General of CGHS

Nirman Bhawan, New Delhi-110011.

Dated: 31<sup>st</sup> March, 2016.

**OFFICE MEMORANDUM**

**Subject: Self-printing of CGHS Card**

This is with reference to the above subject.

2. CGHS is pleased to announce a new initiative by which its beneficiaries can now print their own cards at their convenience. This facility for self-printing is applicable for those beneficiaries whose CGHS membership has already been approved by the concerned Additional Director.
3. The steps involved in printing of the card are given below:
  - Visit CGHS portal [cghs.nic.in](http://cghs.nic.in)
  - Click 'Beneficiary Login'
  - Enter Ben ID and Password, and sign in.  
*In case the beneficiary does not have a password or has forgotten it, then click on 'Generate Password' and follow the instructions.*
  - Click 'Print Card' for the beneficiary whose card needs to be printed.
  - Enter the One Time Password (OTP) sent on registered mobile.
  - Click 'Print CGHS Card'
  - A message will appear on the screen requesting to take a coloured printout and get the card laminated. Click 'OK'
  - Download or open the CGHS card in PDF format.
  - Print the CGHS card using Print command.
4. The introduction of this facility may kindly be given due publicity.



(Dr. D.C. Joshi)  
Director, CGHS

To

1. All Ministries/Departments, Government of India
2. Rajya Sabha/Lok Sabha Secretariat, New Delhi
3. Registrar, Supreme Court of India, New Delhi
4. U.P.S.C. Dholpur House, New Delhi
5. Office of the Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi
6. Director, Department of Pension & Pensioners Welfare, Lok Nayak Bhawan, Khan Market, New Delhi
7. PPS to Secretary (H&FW)/Secretary (AYUSH)/Secretary (HR)/Secretary (AIDS Control), Ministry of Health & Family Welfare
8. PPS to DGHS/AS&DG (CGHS)/AS&FA/AS&MD, NRHM/AS(H), MoHFW, New Delhi
9. MS Section, MoHFW, Nirman Bhawan, New Delhi
10. MG-II Section, Dte.GHS, Nirman Bhawan, New Delhi
11. Hospital Empanelment Cell, CGHS, MoHFW, Nirman Bhawan, New Delhi
12. CGHS-I/II/III/IV, Dte. Gen of CGHS, MoHFW, Nirman Bhawan, New Delhi

13. Estt.I/Estt.II/Estt.III/Estt.IV Section, MoHFW, Nirman Bhawan, New Delhi
14. Admn.I/Admn.II Section, Dte.GHS, MoHFW, Nirman Bhawan, New Delhi
15. Integrated Finance Division, MoHFW, Nirman Bhawan, New Delhi
16. All Officers/Sections/Desks in the Ministry
17. Deputy Secretary (Civil Service News), Department of Personnel & Training, 5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi
18. Shri Umraomal Purohit, Secretary, Staff Side, 13-C, Ferozshah Road, New Delhi
19. All Staff Side Members of National Council (JCM)
20. ED(H)/Planning, Railway Board, Ministry of Railways, Rail Bhawan, Rafi Marg, New Delhi – 110001
21. Central Organisation, ECHS, Department of Ex-Servicemen Welfare, Ministry of Defence, New Delhi
22. Chairman, Employees State Insurance Corporation, Ministry of Labour & Employment, Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002
23. UTI-ITSL, 153/1, First Floor, Old Madras Road, Ulsoor, Bengaluru-560008.
24. Swamy Publishers (P) Ltd., P.B. No.2468, R.K. Puram, Chennai-600028
25. Swamy Publishers (P) Ltd., 4855, 24, Ansari Road, Daryaganj, New Delhi
26. 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
27. Hindi Section, MoHFW, Nirman Bhawan, New Delhi for providing Hindi version of this OM.
28. Guard file