



केंद्रीय विद्यालय संगठन Kendriya Vidyalaya Sangathan  
18, संस्थानिक क्षेत्र/ 18, Institutional Area  
शाहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg  
नई दिल्ली-16/ New Delhi - 16

F.No.110239/51/Cir./2016/KVS (Budget) 993.

Dated:20 .09.2016

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. G.I., Dept. of Per. & Trg. O.M.No.F.No.11013/4/2016-Estt.(A-III), dated 20-7-2016 regarding clarification of the Definition of "Members of Family" in the context of Rule 4.
2. G.I., Dept. of Per. & Trg., O.M.No.13026/2/2016-Estt. (L), dated 14-7-2016, regarding Implementation of leave provision under the sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
3. G.I.,M.H. & F.W., O.M.No.S.14021/09/2013-MS, dated 13-6-2016 regarding recognition of Balaji Dental Care,Narela,Delhi District for treatment of Central Government employees under CS(MA) Rules,1944.
4. G.I.,CGHS,Kanpur,O.M.No.3-1/2014-15/CGHS/KNP, dated 20.6.2016 regarding removal from CGHS Panel.
5. G.I.,M.H. & F.W.,O.M.No.S.14021/14/2015-MS, dated 6-7-2016 regarding recognition of Shubham Hospital, Khajuri,Varanasi for treatment of Central Government employees under CS(MA)Rules,1944.
6. G.I., Min.of Social Justice and Empowerment, Resoln.No.12011/15/2016-BC-II., dated 30-6-2016 regarding Amendment to Central List of OBCs.
7. G.I., Dept. of Per. & Trg., O.M.No.49014/2/2016-Estt.C-Pt., dated 4-7-2016 regarding Inordinate delay in filing Appeals/SLP against Court Orders on service matters - Instructions.

(S.Muthusivam)  
Deputy.Commissioner(Fin.)  
Tel. 011-26523070

**Distribution:**

1. The Deputy Commissioner, KVS, All ROs.
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5. The General Secretary, All Recognized Associations.
6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Deputy Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
8. RTI Cell KVS (HQ.)

F.No.11013/4/2016-Estt (A-III)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-110 001  
Dated : 20<sup>th</sup> July, 2016

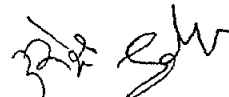
OFFICE MEMORANDUM

**Subject : Clarification of the Definition of "Members of Family"  
in the context of Rule 4 regarding.**

The undersigned is directed to say that as per rule 4 (1) of CCS (Conduct) Rules, 1964, no Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm. Further, rule 4(3) reads as follows:

"No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made."

2. As per rule 2 of the CCS (Conduct) Rules, 1964, the definition of "Members of Family" may differ from that given in the rule 2, sub clause (c) in the context of a rule. For removal of doubts it is clarified that in the context of rule 4(1) and 4(3) "Members of family" in relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not.
3. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.
4. Hindi Version follows.



No. 13026/2/2016-Estt(L)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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Old JNU Campus, New Delhi 110 067  
Dated: 14.07.2016

**OFFICE MEMORANDUM**

Subject: Implementation of leave provision under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 – Reg.

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Consequent to the enactment of the ‘Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013’, this Department is considering issuing instructions for the grant of leave to the aggrieved woman during pendency of inquiry up to a period of three months in addition to the leave which she is otherwise entitled to.

2. In this regard, it is proposed to insert/incorporate a new Rule in the CCS (Leave) Rules, 1972. The new rule may read as follows:

**“Special Leave connected with inquiry on sexual harassment – Leave up to a maximum of 90 days may be granted to an aggrieved female Government Servant on the recommendation of the Internal Committee or the Local Committee, as the case may be, during the pendency of inquiry under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.**

**(2) The leave so granted to the aggrieved woman under this rule shall not be debited against the leave account.”**

*G.I., M.H. & F.W., O.M. No. S. 14021/09/2013-MS,  
dated 13-6-2016*

**Recognition of Balaji Dental Care, Narela, Delhi District  
for treatment of Central Government employees  
under CS (MA) Rules, 1944**

The undersigned is directed to say that the proposal received for recognition of Balaji Dental Care, Narela, Delhi for treatment of Central Government Employees and their family members under CS (MA) Rules, 1944 has been examined in this Ministry and found to be in order. It has been decided to grant recognition to Balaji Dental Care, Narela, Delhi, under CS (MA) Rules, 1944.

2. The schedule of charges for the treatment of Central Government Employees and the members of their family under the CS (MA) Rules, 1944 will be the rates fixed for CGHS, Delhi. The approved rates are available on the website of CGHS [www.mohfw.nic.in//cghs.html](http://www.mohfw.nic.in//cghs.html) and may be downloaded/printed.

3. Balaji Dental Care, Narela, Delhi shall charge from the beneficiary as per the CGHS Delhi rates or its own rates list, whichever is less.

4. The beneficiary shall have the option of availing specific treatment/investigation from the above-mentioned Hospital/Clinic, after the specific treatment / investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his / her concerned Ministry/Department.

5. The recognized Hospital/Clinic shall honour permission letter issued by Competent Authority and provide treatment/investigation facilities as specified in the permission letter.

6. The Hospital/Clinic shall also provide treatment/investigation facilities to the CGHS beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower. The Hospital/Clinic shall provide treatment to pensioner CGHS beneficiaries after authentication through verification of valid CGHS Cards.

7. However, pensioner CGHS beneficiaries would make payment for the medical treatment at approved rates as mentioned above and submit the medical reimbursement claim to the Additional Director, CGHS through the CMO in-charge of the CGHS Wellness Centre, where the CGHS Card of the beneficiary is registered.

8. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled Hospital/Clinic. Services will be provided by the Hospital/Clinics as per the terms given above.

9. Ministry of Health and Family Welfare reserves the right to withdraw / cancel the above O.M. without assigning any reason.

10. The order takes effect from the date of issue of the O.M. The Dental Hospital/Clinic stands recognized for a period of 2 years from the date of issue of this O.M. The period will be extendable to another 2 years on request, if there is no complaint against the Hospital/Clinic and work is found satisfactory.

11. The authorities of Balaji Dental Care, Narela, Delhi, will have to enter into an agreement with the Government of India to the effect that the Hospital/Clinic will charge from the Central Government employees at the rates fixed by the Government and they will have to sign a Memorandum of Understanding (MoU) **within a period of 3 months from the date of issue of the above-mentioned OM failing which the Hospital/Clinic will be derecognized.** Subject to above, the Hospital/Clinic can start treating Central Government employees covered under CS (MA) Rules, 1944.

12. A communication in acceptance of the Para. 11 above may be sent to the undersigned within a week from the receipt of this Office Memorandum.

G.I., CGHS, Kanpur, O.M. No. 3-1/2014-15/CGHS/KNP,  
dated 20-6-2016

### Removal from CGHS Panel

With reference to the above-cited subject, attention is drawn to O.M. No. S.11045/36/2012-CGHS(HEC), dated 1-10-2014 (*Sl. No. 93 of Swamy's Annual, 2014*) vide which M/s. Raja Ram Hospital and Trauma Centre, 26-A and B, E-Block, Panki, Kanpur was provisionally empanelled under CGHS, Kanpur being a Non-NABH hospital. For continuation of empanelment, as per terms and conditions of empanelment, all Non-NABH/NABL, HCOs were required to get themselves inspected and recommended by Quality Council of India as per basic quality Parameters essential to provide requisite health care facilities to CGHS beneficiaries, within one year of their empanelment.

However, M/s. Raja Ram Hospital and Trauma Centre, 26-A and B, E-Block, Panki, Kanpur after inspection by the QCI for continuation of its empanelment with CGHS, has not been recommended with the remarks that the Services are not functional due to renovation work in the hospital. It has been inferred that hospital is unable to provide quality health care services to CGHS beneficiaries. Hence it has been decided to remove this hospital from CGHS empanelled list of HCOs with immediate effect. CGHS beneficiaries already admitted in the hospital would be discharged after completion of their treatment preferably within seven days. Credit bills of CGHS, beneficiaries treated beyond that period would be accepted with proper justification.

**Recognition of Shubham Hospital, Khajuri, Varanasi for treatment of Central Government employees under CS (MA) Rules, 1944**

The undersigned is directed to say that the proposal received for recognition of Shubham Hospital, Khajuri, Varanasi for treatment of Central Government Employees and their family members under Central Services (Medical Attendance) Rules, 1944 has been examined in this Ministry and found to be in order. It has been decided to grant recognition to the Shubham Hospital, Khajuri, Varanasi under CS (MA) Rules, 1944.

2. The Schedule of charges for the treatment of Central Government Employees and the members of their family under the CS (MA) Rules, 1944, will be the rates fixed for CGHS Allahabad. The approved rates are available on the website of CGHS (<http://msotransparent.nic.in/cghsnew/index.asp>) and may be downloaded / printed.

3. The undersigned is further directed to clarify as under:-

(a) "Package Rate" shall mean and include lumpsum cost of in-patient treatment//day care/diagnostic procedure for which a CS(MA) beneficiary has been permitted by the competent authority or for treatment under emergency from the time of admission to the time of discharge, including (but not limited to)-(i) Registration charges, (ii) Admission charges (iii) Accommodation charges including patient's diet, (iv) Operation charges, (v) Injection charges, (vi) Dressing charges, (vii) Doctor/consultant visit charges, (viii) ICU/CCU charges, (ix) Monitoring charges, (x) Transfusion charges, (xi) Anaesthesia charges, (xii) Operation theatre charges, (xiii) Procedural charges / Surgeon's fee (xiv) Cost of surgical disposables and all sundries used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy charges, etc. (xviii) Nursing care and charges for its services.

(b) Cost of Implants is reimbursable in addition to package rates as per CGHS ceiling rates for implants.

(c) Treatment charges for new born baby are separately reimbursable in addition to delivery charges for mother.

(d) Shubham Hospital, Khajuri, Varanasi shall not charge more than the package rates fixed for CGHS, Allahabad.

(e) Expenses on toiletries, cosmetics, telephone bills, etc. are not reimbursable and are not included in package rates.

4. Package rates envisage duration of indoor treatment as follows:—

- Up to 12 days : for Specialized (Super Specialities) treatment
- Up to 7 days : for other Major Surgeries
- Up to 3 days : for Laparoscopic Surgeries /normal Deliveries
- 1 day : for day care/Minor (OPD) surgeries.

No additional charge on account of extended period of stay shall be allowed if that extension is due to infection on the consequences of surgical procedure or due to any improper procedure and is not justified.

In case, there are no CGHS prescribed rates for any test/procedure, then AIIMS rates are applicable. If there are no AIIMS rates, then reimbursement is to be arrived at by calculating admissible amount item-wise (e.g. room rent, investigations, cost of medicines, procedure charges, etc.) as per approved rates/actually, in case of investigations.

5. (a) CS (MA) beneficiaries are entitled to facilities of private, semi-private or general ward depending on their basic pay. The entitlement is as follows:-

Sl. No.	Pay drawn in Pay Band	Ward Entitlement
1.	Up to ₹ 13,950	General Ward
2.	₹ 13,960 to 19,530	Semi-Private Ward
3.	₹ 19,540 and above	Private Ward

(b) The package rates given in rate list of CGHS are for semi-private ward.

(c) The package rates prescribed are for semi-private ward. If the beneficiary is entitled for general ward, there will be a decrease of 10% in the rates; for private ward entitlement, there will be an increase of 15%. However, the rates shall be same for investigation irrespective of entitlement, whether the patient is admitted or not and the test, *per se*, does not require admission.

6. The hospital shall charge from the beneficiary as per the CGHS prescribed rates or its own rate, list whichever is lower. The hospital shall charge CGHS Non-NABH Allahabad rates.

7. (a) The maximum room rent admissible for different categories would be:

General ward	₹ 1,000 per day
Semi-private ward	₹ 2,000 per day
Private ward	₹ 3,000 per day
Day care (6 to 8 Hrs.)	₹ 500 (same for all categories)

(b) Room rent mentioned above at (a) above is applicable only for treatment procedures for which there is no CGHS prescribed package rate.

Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine upkeep.

(c) During the treatment in ICCU/ICU, no separate room rent will be admissible.



(d) Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, etc. as well as a bed for attendant. The room has to be air-conditioned.

(e) Semi Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.

(f) General ward is defined as hall that accommodates four to ten patients.

(g) Normally the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward.

If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.

8. In case of non-emergencies, the beneficiary shall have the option of availing specific treatment/ investigation from any of the empanelled hospitals of his/her choice (provided the hospital is recognized for that treatment procedure/ test), after the specific treatment/ investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his/her concerned Ministry/ Department.

9. The hospital shall honour permission letter issued by Competent Authority and provide treatment/ investigation facilities as specified in the permission letter.

10. The hospital shall also provide treatment/ investigation facilities to the CGHS beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower. The hospital shall provide treatment to pensioner CGHS beneficiaries after authentication through verification of valid CGHS Cards.

11. However, pensioner CGHS beneficiaries would make payment for the medical treatment at approved rates as mentioned above and submit the medical reimbursement claim to the Additional Director, CGHS through the CMO i/c of the CGHS Wellness Centre, where the CGHS Card of the beneficiary is registered.

12. In case of emergencies, the beneficiary shall have the option of availing specific treatment/investigation from any of the empanelled hospitals of his/her choice (provided the hospital is recognized for that treatment procedure/test), on production of valid ID card, issued by Competent Authority.

13. During the in-patient treatment of the CS (MA) beneficiary, the Hospital will not ask the beneficiary or his attendant to purchase separately the medicines/sundries/equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CGHS which includes the cost of all the items.

14. In case of treatment taken in emergency in any non-recognized private hospitals, reimbursement shall be considered by competent authority at CGHS prescribed Package / rates

15. If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.

16. The Hospital shall agree for conducting all investigation/ diagnostic tests/consultations, etc. of the Central Civil Services, Group "A" Officers of age of 40 years and above and other categories of CGHS/ CS (MA) beneficiaries as specified by Government from time to time as per prescribed protocol as per Annexure (*not printed*), subject to the condition that the hospital shall not charge more than ₹ 2,000 for conducting the prescribed medical examination of the male officers and ₹ 2,200 for female officers of Central Government who come to the hospital / institution with the requisite permission letter from their Ministry / Department / Competent Authority. The above rates for medical examination are valid until such time when the above rates are revised by the Central Government.

17. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled hospital. Services will be provided by the Hospital as per the terms given above:

18. Ministry of Health and Family Welfare reserves the right to withdraw/ cancel the above recognition without assigning any reason.

19. The order takes effect from the date of issue of the O.M. The Hospital stands recognized under CS (MA) Rules, 1944 for a period of 4 (four) years from the date of issue of this O.M.

20. The authorities of Shubham Hospital, Khajuri, Varanasi will have to enter into an agreement with the Government of India to the effect that the Hospital will charge from the Central Government employees at the rates fixed by the Government and they will have to sign a Memorandum of Understanding (MoU) within a period of 3 months from the date of issue of the above-mentioned OM failing which the Hospital will be derecognized (Two original copies of MoU duly signed by the Hospital to be sent for acceptance). Subject to above, the Hospital can start treating Central Government employees covered under CS (MA) Rules, 1944.

21. A communication in acceptance of the Para. 20 above may be sent to the undersigned within a week from the receipt of this Office Memorandum.

Amendment to Central List of OBCs

No. 12011/15/2016-BC-II— Whereas by the Resolution of the Government of India, Ministry of Welfare bearing No. 12011/68/93-BCC, dated 16-9-1993 published in Extraordinary issue of the Gazette of India, Part-I, Section-I, G.N. No. 186, Monday, September 11, 1993 in the State : Kerala : Common List : Peruvannan (Varanavar) was included against S.No.49 and in the State : Haryana : Common List : Aheria, Aheri, Heri, Naik, Theri or Turi or Thori was included against S. No. 1 and Rai Sikh were included against S. No. 49. Subsequently, Ministry of Social Justice and Empowerment, Resolution No. 12015/2/2007-BCC, dated 18-8-2010 (Sl. No. 182 of Swamy's Annual, 2010) published in Extraordinary issue of the Gazette of India, Part-I, Section-I, G.N. No. 232, Wednesday, August 18, 2010, "Hari" caste was also included along with the castes / communities Aheria, Aheri, Heri, Naik, Theri or Turi or Thori against S. No. 1 of the Central List of OBCs for Haryana.

Whereas by the Resolution of the Government of India, Ministry of Social Justice and Empowerment Bearing No. 12015/2/2007-BCC, dated 18-8-2010 published in Extraordinary issue of the Gazette of India, Part-I, Section-I, G.N.No. 232, Wednesday, August 18, 2010 in the State : Chattisgarh : Saiees, Sahees, Sayees was included against S. No. 56.

Whereas the said communities "Peruvannan (Varanavar)" of Kerala, "Aheria, Aheri, Hari, Heri, Turi or Thori" and "Rai Sikh" of Haryana and "Sahees" of Chattisgarh have now been included in the list of Scheduled Castes of Kerala, Haryana and Chattisgarh, therefore the following amendments are made in the said Resolution namely:

1. S. No. 49 and entry namely "Peruvannan (Varanavar)" caste stands omitted from the Central List of OBCs for the State of Kerala.
2. S. No. 49 and entry namely "Rai Sikh" caste stands omitted from the Central List of OBCs for the State of Haryana.
3. S. No. 1 and entry namely "Aheria, Aheri, Hari, Heri, Naik, Theri or Turi or Thori" caste in the Central List of OBCs for the State of Haryana stands modified as under:-

	Existing Entry	Modified Entry
1.	Aheria, Aheri, Hari, Heri, Naik, Theri or Turi or Thori	1. Naik, Theri

4. S. No. 56 and entry namely "Saiees, Sahees, Sayees caste in the Central List of OBCs for the State of Chattisgarh stands modified as under:-

	Existing Entry	Modified Entry
56.	Saiees, Sahees, Sayees	56. Saiees, Sayees

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*G.I. Dept. of Per. & Trg., O.M. No. 49014/2/2016-Estt.C-Pt.,  
dated 4-7-2016*

**Inordinate delay in filing Appeals / SLP against Court Orders  
on service matters - Instructions**

The undersigned is directed to refer to this Department's O.M. No. 28027/9/99-Estt.(A), dated 1-5-2000 (*Sl. No. 292 of Swamy's Annual, 2000*) and O.M. No. 28027/1/2016-Estt.A-III, dated 16-3-2016 (*Sl. No. 89 of Swamysnews, April, 2016*) relating to the instructions on the questions of consultation and filing appeals and to say that there are instances where the Government of India has lost cases mainly on account of delay in filing appeals or when limitation period is over. There are also instances where the Apex Court has dismissed an SLP on account of delay.

2. It has repeatedly been pointed out that it is primarily the responsibility of the Administrative Ministry / Department to ensure that timely action is taken at each stage of a court case. In no case should the proceeding of case take so much time that it results in contempt proceedings. The appropriate action should be taken by the Ministry or Department within the stipulated time; and if there is a delay, the reasons for the same should be determined and the file submitted to the Competent authority.

3. All the Ministries / Departments of Government of India are requested that a careful watch may be kept on ongoing litigation so that in no circumstance, a case is lost because of delay.