Subject: Annual Medical Examination for Group ‘A’ Officers and Academic Staff members (40 years or more).

All Group ‘A’ Officers and Academic staff members of the Institute (at Pay Level 10 or above), aged 40 years or more, are required to undergo annual medical examinations and submit the same along with their annual appraisals to the Institute, as per DoPT Order No. 21011/1/2009-Estt(A)-Part dated 01st February 2012. (For copy of the order click: https://owncloud.iitd.ac.in/nextcloud/index.php/s/mtByHo78gZTYoPq).

In order to comply with the above-mentioned order, an arrangement has been made with M/s Max Healthcare, Max Multi Specialty Centre, N-110 Panchsheel Park, New Delhi-110017. For booking of appointments contact at Board No. 886044888 (24hrs available) or contact at Unit Board No. 9871991484 (available from 8.00 am to 8.00 pm). Max Healthcare will conduct the necessary medical tests against payment of Rs. 2000/- and Rs. 2,200/- per male and female member respectively. The key terms and conditions agreed upon for these arrangements are outlined below.

Eligible beneficiaries will be required to make payments directly to Max Healthcare in cash for the medical examination. Reimbursement claims be submitted to the Health Unit of IIT Delhi Hospital by the beneficiary. For any additional tests, the regular rates of M/s Max Healthcare will be applicable, which are not reimbursable.

However, beneficiaries have the option to undergo the same medical examination at other recognized hospitals / labs affiliated with IIT Delhi, but the reimbursement for these examinations will be restricted to above mentioned rates, i.e Rs. 2000/- or Rs. 2,200/- as per the case may be.

All faculty / Group ‘A’ Officers / Academic Staff Members

Copy to:
1. Director
2. Dy. Directors
3. Registrar
4. Chairman, HAC
5. Head, Hospital Services
6. JR/DR/AR (E-I, E-II, A/cs & Audit)
7. Mr. Rachit Grover, Manager, Sales & Marketing, M/s Max Healthcare, Max Multi Specialty Centre, N-110 Panchsheel Park, New Delhi-110017,
8. Master File
No. 21011/1/2009-Estt (A)- Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 1st February, 2012

OFFICE MEMORANDUM

Subject:- Introduction of Annual Medical Examination for the Group ‘A’ officers of Central Civil Services of age 40 years and above.

The undersigned is directed to say that a scheme of Annual Medical Check-up is already operating in respect of All India Service officers. This Department had taken up the issue of covering Group ‘A’ officers of Central Civil Services/posts for Annual Medical Check-up in consultation with the Ministry of Health and Family Welfare and the Ministry of Finance (Department of Expenditure). It has now been decided that Group ‘A’ officers of Central Civil Services/Posts of and above the age of 40 years will be covered by the Annual Medical Check-up scheme. The following package rates for the above purpose have been approved:-

(i) Annual Medical Examination of Men officers- Rs. 2000/- (Rupees Two Thousand only)

(ii) Annual Medical Examination of Women officers- Rs. 2200/- (Rupees Two Thousand and Two Hundred only)

2. The regime of medical tests for the above purpose will be as given in the ANNEXURE-I.

3. The Ministry of Health and Family Welfare has informed that the above rates were offered to CGHS empanelled private hospitals in Delhi and NCR and the 26 hospitals given in ANNEXURE-II have accepted the offer and agreed to conduct the Annual Medical Examination of the Group ‘A’ Officers of Central Civil Services of 40

Contd...
years and above. The Ministry of Health and Family Welfare is in the process of empanelling hospitals in other CGHS cities on the same terms and conditions. In non-CGHS cities the offer is being made to the hospitals recognized under CS(MA) Rules, 1944. Ministry of Health and Family Welfare has indicated that it will require atleast three months time for empanelling the hospitals for other places outside Delhi/NCR where CGHS/CS(MA) recognized hospitals are available. This will be communicated later. There are places where there are no empanelled hospitals. In such places, the administrative Departments/offices may engage quality local hospitals on the same terms and conditions to get the Annual Medical Examination of their officers conducted subject to ceiling of Rs.2000 and Rs.2200/- for men and women officers respectively or actual whichever is less.

4. All Ministries/Departments are accordingly requested to cater the estimated expenditure in their budget for reimbursement of the amount to the concerned officer and implement the scheme during the financial year 2012-13 for the officers located in Delhi and NCR. Instructions with respect to officers located outside Delhi/NCR where CGHS/CS (MA) recognized hospitals are available would follow. The concerned officer may be handed over the copy of complete Medical Report and the summary of the Medical Report in the enclosed proforma (Annexure-III) separately prepared by the Medical Authority is to be attached to the APAR of the concerned officer.

(C.A. Subramanian)
Joint Secretary to the Government of India

To
All Ministries/Departments of Government of India

Copy to:
President’s Secretariat/Vice-President’s Secretariat/Prime Minister’s Office/Cabinet Secretariat/Election Commission/Lokk-Sabha Secretariat/Rajya Sabha Secretariat/ C&AG/UPSC/CIC/SSC.

2. Technical Director, NIC, Department of Personnel and Training for uploading the circular under the heading-what is new’ this Department’s web-site immediately.
# ANNEXURE-I

## INVESTIGATION REPORTS

Tests for Group ‘A’ Officers

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<tr>
<td>1.</td>
<td><strong>Haemogram</strong>&lt;br&gt;  (i) Haemoglobin  &lt;br&gt;  (ii) TLC  &lt;br&gt;  (iii) DLC  &lt;br&gt;    (a) Polymorphs  &lt;br&gt;    (b) Lymphocytes  &lt;br&gt;    (c) Eosinophils  &lt;br&gt;    (d) Basophils  &lt;br&gt;    (e) Monocytes  &lt;br&gt;  (iv) Peripheral Smear</td>
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<td>2.</td>
<td><strong>Urine Examination</strong>&lt;br&gt;  (i) Colour  &lt;br&gt;  (ii) Albumin  &lt;br&gt;  (iii) Sugar  &lt;br&gt;  (iv) Microscopic Exam.</td>
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<td>3.</td>
<td><strong>Blood Sugar</strong>&lt;br&gt;  (i) Fasting  &lt;br&gt;  (ii) Post-Prandial</td>
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<td>4.</td>
<td><strong>Lipid Profile</strong>&lt;br&gt;  (i) Total Cholesterol  &lt;br&gt;  (ii) HDL Cholesterol  &lt;br&gt;  (iii) LDL Cholesterol  &lt;br&gt;  (iv) VLDL Cholesterol  &lt;br&gt;  (v) Triglycerides</td>
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<td>5.</td>
<td><strong>Liver Function Tests</strong>&lt;br&gt;  (i) S. Bilirubin (Total)  &lt;br&gt;  (ii) S. Bilirubin (Direct)  &lt;br&gt;  (iii) S.G.O.T.  &lt;br&gt;  (iv) S.G.P.T.</td>
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<td>6.</td>
<td><strong>Kidney Function Tests</strong>&lt;br&gt;  (i) Blood Urea  &lt;br&gt;  (ii) S. Creatinine  &lt;br&gt;  (iii) S. Uric Acid</td>
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7. **Cardiac Profile**
   (i) S.LDH
   (ii) CK-MB
   (iii) S.CRP
   (iv) SGOT

   **For Men**
   (v) PSA

   **For Women**
   (vi) PAP SMEAR

8. X-Ray-Chest PA View Report
9. ECG Report
10. USG Abdomen Report
11. TMT Report
12. Mammography Report (Women)

**Gynecological Health Check UP**

1. Pelvic Examination
   (i) Local Examination
   (ii) Per Vaginum (P/V)
   (iii) Per Speculum

   Surgical Examination
   Breast Examination
   Urological Examination (For Men only)
   Rectal Examination (For Men only)

**Systemic Examination**

1. Resp System
2. CVS
3. Abdomen
4. CNS
5. Locomotor System
6. Dental Examination

Contd....
## Eye Examination

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<tbody>
<tr>
<td>1.</td>
<td>Distant Vision</td>
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<td>2.</td>
<td>Vision with Glasses</td>
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<td>3.</td>
<td>Colour Vision</td>
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<td>4.</td>
<td>Tonometry</td>
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<td>5.</td>
<td>Fundus Examination</td>
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<tbody>
<tr>
<td>1.</td>
<td>Oral Cavity</td>
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<td>2.</td>
<td>Nose</td>
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<tr>
<td>3.</td>
<td>Throat</td>
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<td>4.</td>
<td>Larynx</td>
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ANNEXURE-II

LIST OF HOSPITALS WHO HAVE ACCEPTED THE RATES FOR ANNUAL HEALTH CHECK UP.

1. Fortis Fit. Lt. Rajan Dhall Hospital, Vasant Kunj, New Delhi.
2. Fortis International Hospital, Noida.
3. Escorts Heart Institute & Research Centre, Okhla.
4. Sarvodaya Hospitals, YMCA Road, Faridabad.
5. Kailash Hospital, Noida.
6. Metro Hospital, Preet Vihar, New Delhi.
7. RLKC Hospital, Naraina Road, New Delhi.
8. MGS Hospital, West Punjabi Bagh, New Delhi.
9. Kukreja Hospital, Kirti Nagar, New Delhi.
10. Paras Hospital, Gurgaon.
11. BL Kapoor Hospital, Pusa Road, New Delhi.
12. Kaira Hospital, kirti Nagar, New Delhi.
13. Max Hospital, Saket, New Delhi.
14. Max Hospital, Patparaganj, New Delhi.
15. Narender Mohan Hospital, Ghaziabad.
16. Apollo Hospital, Noida.
17. Max Hospital, Gurgaon.
18. Sunder Lal Jain Hospital, Ashok Vihar, New Delhi.
20. Yashoda Hospital, Ghaziabad.
21. St. Stephans Hospital, Tis Hazari, Delhi.
22. Sumitra Hospital, Noida.
23. Metro Hospital, Noida.
24. Dr. P. Bhasin Path Labs (P) Ltd, New Delhi.
25. Surbhi Hospital, Noida.
26. Prakash Hospital, Noida.

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Contd....
### ANNEXURE-III

- 7 -

**SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO APAR)**

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<table>
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<tbody>
<tr>
<td>1.</td>
<td>Overall Health of the officer</td>
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<tr>
<td>2.</td>
<td>Any other remarks based on the Health Medical Check-up of the officer</td>
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<tr>
<td>3.</td>
<td>Health profile grading</td>
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</tbody>
</table>

Date:

Signature of Medical Authority  
Designation

Contd.....