DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)
F-04, Vikas Kuteer, I.T.O, I.P. Estate, Delhi-110002
Phone No: 011-23378957

No: GA/1050/02/Admn./DUSIB/D-204 Date: 16/3/2020

OFFICE MEMORANDUM

Sub: Introduction of "Annual Health Check-up Scheme for all Government employees of Government of NCT of Delhi aged 40 years and above".

The Dte. General of Health Services vide its OM No. F.No.1(12)/H&FW/DGHS/4436-4686 has conveyed the approval of Hon'ble Lt. Governor, Delhi for mandatory **"Annual Health Check-up Scheme for all Government employees of Government of NCT of Delhi aged 40 years and above"(Annexure-I).**Further vide OM dated 27.11.2019**(Annexure-II)**, the modalities for carrying out Annual Medical Health Check up are enumerated by Services Deptt, GNCTD.

Accordingly, all the officers/officials of DUSIB on attaining the age of 40 years shall be required to get the prescribed Annual Medical Examination, in the month in which his/her birth date falls. The current year 2019-2020 is the year of introduction of the Scheme.

The Government employee will seek 'permission letter' from "Head of Office" of the Department from where the employee is drawing salary for getting the mandatory Medical Check-up from any of the empanelled hospitals(Annexure-III), @ Rs. 2000/- for Male and Rs. 2200/- for Female **to be reimbursed to the employee concerned on production of original voucher.**

The APAR, without the summary of health report shall be treated as incomplete and may be taken as **"Adverse".**

All the Annexures mentioned above are uploaded in the web-portal of the Department for references and necessary action.

Encl: As above(Annexure are available on web-portal of DUSIB.

Dy. Director (ADMN)

Copy to:

1. PS to C.E.O. DUSIB for kind information of latter.
2. Member (Admn/Finance).
3. All Chief Engineers
4. All Directors.
5. Financial Advisor.
6. All SEs.
7. All Dy. Directors / DD (System) with the request to upload the same on the website of the DUSIB.
8. All Ex. Engineers.
9. Account Officer (P & PF)/HQ/HAU/Medical.
10. Office Copy/Guard file.

218/C

14

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

Annexure-I

File.No.1(12)/H&FW/DGHS/ 4436- 4686 Date: 5/11/19

OFFICE MEMORANDUM

The Hon'ble Lieutenant Governor, Delhi has approved mandatory "Annual Health Check-up Scheme" in respect to all serving employees of GNCT of Delhi aged forty years and above; and summary of Health Report shall be a part of the Annual Performance Appraisal Report (APAR).

Directorate General of Health Services has empanelled private/govt hospitals, as listed in Annexure-I, to provide Annual Health Check-up facilities, as per following package rates :-

1. Annual Health Check-up of male employees	:	Rs.2000/-.
2. Annual Health Check-up of female employees	:	Rs.2200/-.

The regime of examination and investigations included in Annual Health Check-up are enumerated in Annexure-II.

The hospital will prepare the Health Report as per enclosed proforma (Annexure-II) and hand over complete Health Report along with Summary, in-original, to the employee concerned. The employee will attach the summary of the Health Report with his Annual Performance Appraisal Report (APAR).

All departments under Govt. of NCT of Delhi are required to make necessary provisions in their budget under relevant Head "Medical Treatment" to meet the expenses with immediate effect.

This is issued with prior approval of Competent Authority.

(Dr. Ashok Kumar)
Director General Health Services

File.No.1(12)/H&FW/DGHS/ Date:

Copy for information and necessary action to:
1. Chief Secretary, Govt. of NCT of Delhi.
2. Pr. Secy. to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
3. Pr. Secy. (Finance), Govt. of NCT of Delhi.
4. Pr. Secy. (GAD), Govt. of NCT of Delhi.
5. Pr Secy. (Services), Govt. of NCT of Delhi.
6. Pr. Secy. (Law), Govt. of NCT of Delhi.
7. Pr. Secy. (Planning), Govt. of NCT of Delhi.
8. Pr. Secy. (AR), Govt. of NCT of Delhi.
9. Secretary (I.T.), Govt. of NCT of Delhi.
10. Pr. Secretary (Health), Govt. of NCT of Delhi.
11. Principal Accounts Officer, Govt. of NCT of Delhi, "A", Vikas Bhawan, New Delhi.
12. All HODs, Govt. of NCT of Delhi.
13. Registrar, Delhi High Court.
14. Controller of Accounts, GNCT of Delhi.
15. Guard File.

(Dr. Ashok Kumar)

Scanned by CamScanner

AUTHERIZATION LETTER FOR MANDATORY " ANNUAL HEALTH CHECK-UP"

Mr./Mrs./Ms. ..... D.O.B.....

Designation ..... drawing salary from department .....

Who has attained the age of 40 years on ..... and duly covered under the "Annual Health Check-up Scheme" of Govt. of NCT of Delhi, is authorized to undergo "Annual Medical Examination" from any of the empanelled Government /Private hospital, in the month of ..... for the year ..... .

The prescribed test will be conducted by the empanelled Government /Private Hospital @ Rs. 2000/- for male and Rs. 2200/- for Female in accordance with DGHS O.M dated 05/11/2019. "The employee concerned may apply for reimbursement along with copy of complete health report along with summary in original.

Name of HOO .....

Designation with seal.....

Deptt. .....

Date .....

Cont..2

Undertaking by the Beneficiary for Mandatory Annual Health Check- up Scheme

I may be allowed to undertake the pathological/diagnostic tests from the empanelled Government/private hospitals in accordance With Services Department O.M No. 4(1)(2017)/Misc./S-IV/081452118/Suptcood/6087-6093 dated 27/11/2019.

I hereby, certify that I have not undertaken any of the above tests under the Scheme during the year _____ .

SIGNATURE _____

NAME _____

DESGINATION _____

IDENTITY CARD NO. _____

BRANCH AND CONTACT NO. _____

ANNUAL HEALTH CHECK-UP FOR DELHI GOVT. EMPLOYEES AGED 40 YEARS AND ABOVE

Name : Mr./Mrs./Miss

Sex : M ☐ F ☐ Age: ☐☐

Marital status : Married ☐ Unmarried ☐ Widow/Widower ☐ Divorcee ☐

Residential address :

Contact No. (R) (O) (M)

E-mail ID

Office address :

Medical Card No.

Blood group ☐☐

History of known conditions (Tick approprite box)

Raised BP	Yes ☐ No ☐	If yes, on Regular treatment	Yes ☐ No ☐	
DM	Yes ☐ No ☐	If yes, on Regular treatment	Yes ☐ No ☐	
IHD	Yes ☐ No ☐	If yes, on Regular treatment	Yes ☐ No ☐	
Stroke	Yes ☐ No ☐	If yes, on Regular treatment	Yes ☐ No ☐	
CRF	Yes ☐ No ☐	If yes, on Regular Dialysis	Yes ☐ No ☐	

Scanned by CamScanner

Family history of DM ☐ HT ☐ Obesity ☐

Life-style:

Smoker Yes ☐ No ☐ If yes, No. per day ☐☐

Ex-smoker ☐ Years of smoking ☐☐

Alcohal Yes ☐ No ☐

If yes, how many pegs per day ☐

Any alcohlic hepatis in past Yes ☐ No ☐

Regular exercise Yes ☐ No ☐

For more than 20 mts., at least 03 times a week

General physical examination:

Weight ☐ Kg. Height ☐ mtrs. BMI ☐

Pulse ☐ /mt BP ☐ / ☐ mmHg Temp. ☐ °F

Systemic examination finding :

RESP. SYSTEM

CVS

ABDOMEN

CNS

LOCOMOTOR SYSTEM

Scanned by CamScanner

SUMMARY OF HEALTH REPORT

1	Overall health of the employee	
2	Any other remarks based on the Health Check-up	
3	Health profile grading	

Date

Place

Signature of Physician with seal

Scanned by CamScanner

LIVER FUNCTION TEST

S. Bilirubin (Total)

S. Bilirubin (Direct)

S.G.O.T.

S.G.P.T.

KIDNEY FUNCTION TEST

Blood Urea

S. Creatinine

S. Uric Acid

For men

PSA

For women

PAP smear

X-RAY CHEST PA view Report

ECG Report

TMT Report

USG Abdomen Report

Mammoraphy Report (women only)

Scanned by CamScanner

INVESTIGATION REPORTS

INVESTIGATION	REPORT
HAEMOGRAM	
Haemoglobin	
T.L.C.	
D.L.C.	
Polymorphs	
Lymphocytes	
Eosinophils	
Basophils	
Monocytes	
Peripheral smear	
URINE EXAMINATION	
Colour	
Albumin Absent ☐ Traces ☐ + ++ +++	
Sugar Absent ☐ Traces ☐ + ++ +++	
Microscopic examination	
BLOOD SUGAR Fasting ☐ mg%	
Post-prandial ☐ mg%	
LIPID PROFILE	
Total cholesterol	
HDL cholesterol	
LDL cholesterol	
VLDL cholesterol	
Triglycerides	

Scanned by CamScanner

GYNECOLOGICAL EXAMINATION

HISTORY

Periods Regular ☐ Irregular ☐ since ☐ days

Delayed ☐ Polymenorrhea ☐ L.M.P. ☐ days ago

Menstrual flow Normal ☐ Scanty ☐ Exvessive ☐

Discharge P/V None ☐ Mucoid ☐ Purulent ☐ Haemorrhagic ☐

Mass protruding P/V None ☐ Present ☐

Urinary complaints None ☐ Present ☐

No. of pregnancies ☐ No. of deliveries ☐

No. of abortions ☐ No. of LSCS ☐

PELVIC EXAMINATION (if indicated)

Local examination

Per vaginum P/V

Per speculum P/S

SURGICAL EXAMINATION

BREAST EXAMINATION Right Left

Presence of any lump ☐ ☐

UROLOGICAL EXAMINATION (for men only)

RECTAL EXAMINATION (for men only)

Scanned by CamScanner

DENTAL EXAMINATION

EYE EXAMINATION

Distant vision R L

Near vision R L

Color vision

Tonometry

Fundus examination

Local finding

Diagnosis & advice

ENT EXAMINATION

Oral cavity

Nose

Throat

Larynx

Diagnosis & advice

Scanned by CamScanner

4

221/C

Annexure - II

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (COORDINATION BRANCH)
B-WING, 5TH LEVEL, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI - 110002
(http://services.delhigovt.nic.in)

F.No4(1)/2017/Misc./S-IV/081452118/Sub+Cood/6087-6093 Dated 27/11/2019

OFFICE MEMORANDUM

Subject – Introduction of "Annual Health Check-up Scheme for all Government employees of Government of NCT of Delhi aged 40 years and above".

The undersigned is directed to say that a scheme of Annual Medical Health Check-Up is already operating in respect of All India Service Officers. The Hon'ble LG has accorded approval for "Annual Medical Health Check-up for all serving employees of Government of National Capital Territory of Delhi aged 40 years and above as per the following modalities:-

1. The Officer/Official concerned on attaining the age of 40 years shall be required to get the prescribed Annual Medical examination, in the month in which his/her birth date falls.

2. The Government employee will seek 'permission letter' from "Head of Office" of the Department from where the employee is drawing salary for getting the mandatory Medical check-up from any of the empanelled Hospitals, @ Rs. 2000/- for Male and Rs. 2200/- for Female to be reimbursed to the employee concerned.

3. The regime of examination/investigation, empanelment of Private/Government Hospitals, finalisation of packaged rates and preparation of Health Report by the respective empanelled Hospital, for the above purpose has been finalised and circulated by Directorate General of Health Services, vide OM no. File.No.1(12)/H&FW/DGHS/4436-4686, dated 5.11.2019 (Annexed).

4. Further, in terms of above said OM dated 5.11.2019, all departments under Govt. of NCT of Delhi are required to make

Scanned by CamScanner

220/C

necessary provisions in their budget under relevant Head "Medical Treatment" to meet the expenses with immediate effect.

5. "State of Health" i.e. summary of Health Report, prepared by the Hospitals concerned shall be annexed to the respective APAR of the Officer/Official concerned. The amendment in Part 4 (3) of APAR in respect of DASS/Steno Cadre employees has already been amended vide circular dated 5.8.2019. The other departments shall also accordingly incorporate summary of Health Reports in the APAR of Ex-Cadre officers/officials in terms of advice of Services Department circulated vide F.No.4(1)/2017/Misc/S-IV/Suptcood/3910 dated 5.8.2019.

6. The APAR, without the summary of health report shall be treated as incomplete and may be taken as "**Adverse**".

The above scheme comes into force with immediate effect.

In the current year (2019-20) of the introduction of the Scheme, the Administrative Department concerned shall ensure that the requisite Annual Health Check-up in respect of all govt. employee aged 40 years and above in their respective Department is completed by 31.03.2020.

For subsequent years, mandatory Annual Health Check-up of eligible employees shall invariably be done in the months where the birth date of the Officer/Official falls.

This issues with the approval of the Competent Authority.

27-11-19

(Ajay Kumar Chawla)
Deputy Secretary-II

Copy for information and necessary action:-

1. Principal Secretary/Secretary/ All HODs, Govt. of NCT of Delhi.
2. All PSU/Corporation/Council/Board/Autonomous Bodies/Govt. of NCT of Delhi, in continuation of Services Department's letter of even no. dated 24.9.2019 with the request to process for introduction of "Annual Health check up scheme in respect of employee aged 40

Scanned by CamScanner

years and above in the respective organisation, with the approval of Competent Authority and appropriate amendment in the APAR performa in the inclusion of Summary of Health Report .

Copy for kind information to the:

1. Pr. Secy to Hon'ble Lt. Governor, Delhi.
2. Additional Secretary to Hon'ble Chief Minister, Delhi.
3. Secretary to Hon'ble Deputy Chief Minister, Delhi.
4. Secretary to Hon'ble Council of Ministers, Delhi.
5. Staff Officer to Chief Secretary, Delhi.

Scanned by CamScanner

Annexure-III

List of hospitals who have given their consent for conducting annual health check-up for all Delhi Govt. employees age 40 years and above.

Private Hospitals in Delhi

S.No.	Name of hospitals
1.	Moolchand hospital. Lajpat Nagar, III. New Delhi.
2.	Tirath Ram Shah Charitable Hospital. Rajpur Road, Delhi-54.
3.	Nazar Kanwar Surana Hospital, 2019-20. Gulabi Bagh, Delhi.
4.	R.L.K. Hospital Metro Heart Institute, Naraina Road Opposite Shadipur Depot, New Delhi
5.	Sanjeevan Medical Centre (P) Ltd, 24, Ansari Road, Daryaganj, New Delhi-110002.
6.	Park Hospital, 12, Chow Khandi, New Delhi-08.
7.	Dr. B.L. Kapoor Memorial Hospital, Pusa Road, New Delhi.
8.	Primus Super Speciality Hospital. Chankya Puri, New Delhi.
9.	Indraprashtha Apollo Hospital, Mathura Road, Sarita Vihar, Delhi-44.
10	Maharaja Agrasen Hospital. Rohtak Road, Punjabi Bagh, New Delhi-26.
11.	Maharaja Agrasen Hospital. Sec-1. Dwarka. New Delhi-75.
12.	Sri Balaji Action Medical Institute, FC-34, A-4. Paschim Vihar, Delhi-63.
13.	Metro Group of Hospital. X-1, Sector-12, Noida- 201301, UP.
14.	Gandhi Hospital, C-50 & 51, Om Vihar, Uttam Nagar, New Delhi-110059.
15.	RJ Super Specialty Hospital, Delhi Rohtak Road, Metro Pillar No.808, Bahadurgarh, Delhi NCR, Haryana-124507.
16.	Kalra Hospital SRCNC Pvt. Ltd., Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-15.

Delhi Govt. Hospitals

S.No.	Name of hospitals
1.	Baba Sahab Ambedkar Hospital, Sector-6, Rohini, Delhi.
2.	Jag Pravesh Chandra Hospital, Near Northern Engineering College, Panduk Shila Marg, Shastri Park, Shahdara, New Delhi, Delhi 110053.

Private Hospitals in NCR

S.No.	Name of hospitals
1.	Kailash Hospital & Heart Institute, H-33, Sect.-27, Noida-201301.
2.	Jaypee Hospital, Jaypee Healthcare Pvt. Ltd. Wish Town, Sector-128, Noida.
3.	Max Super Speciality Hospital (A unit of Crosslay Remedies Ltd.) W-3, Sect-1, Vaishali, Gzb.
4.	Metro Heart Institute, Sect. 16-A, Faridabad.
5.	Felix Hospital (Felix Healthcare Pvt. Ltd.) NH-1, Sector-137, Expressway, Noida-201305.
6.	Artemis Hospital, Sector-51, Gurgaon, Haryana-122001.
7.	Yashoda Super Speciality Hospital, H-1, Koushambi, Gzb.
8.	Yashoda Hospital & Research Centre Ltd. III-M, Nehru Nagar, Gzb.

Scanned by CamScanner