

Check List for Serving Employees.

1. **Online applied Printed form -**
 - **Basic Pay excluding Grade Pay.**
 - **Office address, phone no.**
 - **Phone no.**
 2. **Photographs -**
 - **One set of all individual photos stuck on the form.**
 - **Three group photos.**
 3. **Proof of CGHS deduction -**
 - **Last Pay Certificate**
 4. **Proof of residence.**
 5. **Proof of date of birth of children.**
 6. **Disability certificate (if son aged > 25 years).**
 7. **Dependence certificate of parents/children.**
 8. **Transfer/Joining order/Certificate.**
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For Office Use Only

9. **Verified by Nodal Officer & issued Printout.**
10. **Dispensary allotted.**
11. **Card No..**
12. **Beneficiary ID of Card holder.**
13. **Photo uploaded.**
14. **Validated (date of entry valid upto).**