

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा -II), पश्चिम बंगाल  
**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
सी.जी.ओ कॉम्प्लेक्स, डी.एफ ब्लॉक, साल्ट लेक, कोलकाता - 700064  
**C.G.O Complex, , DF Block, Salt Lake, Kolkata - 700064**

O.O. No. Admn. III/2-13/2026/04

Dated :08-06-2026

**OFFICE ORDER**

All the officers and staff members of this office are expected to be aware of the CGHS/ CS(MA) Rules, as applicable. In this connection, all the employees of this office are hereby directed to submit the '**Declaration**', as per **enclosed Format** along with prescribed self-attested document **by 30.06.2026** to Admn. III Section (signed copy may be e-mailed at **admn3.wb2.au@cag.gov.in**).

Further, in terms of OM dated 08.11.2016 issued by MoH&FW, each medical claims of any dependent member except spouse should be enclosed with the declaration reg. monthly Income of the dependent member to verify the status on the date of consideration.

Branch Officers are requested to bring contents of the Office Order among all the employees posted under their purview and forward the same with the stipulated date for further action at this end.

**This may please be treated as most urgent.**

**DAG's order dated:08-06-2026**

Digitally signed by  
NIRMALYA PRAMANIK  
Date: 08-06-2026  
18:03:29  
Sr. Audit Officer / Admn. III

Copy forwarded for information and n.a. to:

1. Secretary to PAG (Audit-II), WB.
2. PA to DAG /AMG-I
3. PA to DAG/AMG-II
4. PA to DAG/AMG-III
5. PA to DAG/AMG-IV
6. Sr. AO /Admn.I, II & DAC
7. Sr. AO/Admn.II, III & CC
8. Sr. AO / Record & APCC
9. Sr. Audit Officer/AMG-I/AS(Cord)
10. Sr. AO /AMG-II (HQ)
11. Sr. AO /AMG-III(C)
12. Sr. AO / AMG-IV (HQ) & TechCell
13. Sr. AO /Report(Civil)
14. Sr. AO ficer/Report(Com)
15. Asst. Director /HindCell
16. AAO/EDP (Forwebsite)
17. NOTICE BOARD

**Declaration by the Employee**

1. Name & Designation:
2. Present Address [1]:
3. Residing Since:
4. Details of Dependent **Family\*** Members:

<i>Sl No</i>	<i>Name</i>	<i>DoB</i>	<i>Relationship</i>	<i>CGHS Card No, if any</i>

I hereby declare that:

- a. My Father/Mother/in Law namely.....  
is/are  
wholly dependent on me and that he/she/they normally reside with meat  
..... the total monthly income of my parents  
does not exceed Rs. 9000 plus amount of dearness relief on the basic pension  
of Rs. 9000 drawn on the date of consideration.
- b. My son (s) [up to 25 years of age] / unmarried daughter (s)  
..... and  
..... is/are unemployed and wholly  
dependent on me.
- c. My spouse is employed in ..... He/ She has  
undertaken not to avail itself of the medical facilities from his/her office, as  
forwarded by his/her Employer.
- d. I certify that my brother below 18 years/ Sister (Unmarried/ divorced/  
abandoned or separated) is/ wholly dependent on me.
- e. Any change of my present address as well as dependency criteria of my family  
as declared above will be intimated forthwith to the office.
- f. Dependent Annual Income Certificate will be submitted every financial year.
- g. The above information furnished by me is true to the best of my knowledge and  
false/misrepresentation, if any, is found by the Office, I shall be liable to necessary  
actions, as per applicable Rules.

Signature with date:

Name & designation:  
Wing/Section:

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1] As proof of present address, one of the following documents, as listed by CGHS, duly self-attested is required to be attached: i) Voter ID Card, ii) Current Electricity/Gas/Water/ Telephone (Landline) Bill, iii) Passport, iv) Registered Rent agreement, v) Letter issued by HoD certifying residential address.

## DEFINITION OF DEPENDENT FAMILY MEMBERS

### A. Meaning of Family:

The term 'Family' for the purpose of the CGHS / Central Services (Medical Attendance) Rules, 1944, means and includes:

- I. **Husband/Wife** including more than one wife and a judicially separated wife.
- II. **Parents** (excluding stepparents), subject to the following:
  - a. In case of adoption, only the adoptive parents and not the real parents.
  - b. If the adoptive father has more than one wife, only the first wife; and
  - c. Parents or parents-in-law, at his/her choice, may include subject to the conditions of dependency and residence etc. being satisfied.

**Note:** *Option exercised can be changed only once during service.*

Children, including legally adopted children, **stepchildren** and children taken as wards by the Government Servant as per applicable rules/provisions.

**Note: (i) Son is eligible till he starts earning or attains the age of 25 years or gets married, which is earlier**

**(ii) Daughter is eligible till she starts earning or getting married, whichever is earlier, irrespective of age**

- I. **Unmarried Son** suffering from permanent disability without any age limit.
- II. Dependent divorced/abandoned or separated / widowed **daughter**—irrespective of age limit.
- III. Dependent unmarried/divorced/abandoned or separated/widowed **Sister**—irrespective of age.
- IV. **Minor brother(s)** up to the age of becoming a major.
- V. Unmarried **Brother** suffering from permanent disability - Irrespective of age limit.
  5. Minor children of dependent divorced/separated/widowed **daughter**— up to the age of 18 years.

### B) When both husband and wife are in employment: -

- a. The condition of dependency is not applicable to the spouse. In other words, spouse is automatically included for medical benefits under above provisions.
- b. Where both are Central Government servants, either of them may prefer to claim for self and eligible members of their family, according to his/her status. A joint declaration as to who shall prefer the claim should be furnished.
- c. If the spouse employed in a State Government, Defense/Railways or Corporation / Bodies financed partly/wholly by the Central/State Government, local bodies and private organizations which provide medical services, the medical facilities can be availed at one place only and a joint declaration as to who shall prefer the claim is required to be furnished.
- d. In case both husband and wife contribute towards the CGHS, the parents of both will be entitled to the medical facilities, if they fulfil other conditions of eligibility.