**PROCEDURE FOR ISSUE OF A DUPLICATE CGHS CARD IN CASE OF LOSS OF CGHS CARD**

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The Office of the Additional Director, CGHS, at the new address in Sector 13, R.K. Puram (2-3 Kms. from Bhikaji Cama Place Metro Station) was visited on January 10, 2020 to ascertain the procedure for obtaining a Duplicate CGHS Card for the CGHS beneficiaries in Delhi, in case of loss of CGHS Card.

APPLICATION FORM

\* No application form is prescribed for the purpose of obtaining a Duplicate CGHS Card.

\* No hand-written application is to be submitted for the above purpose.

DOCUMENTS TO BE SUBMITTED AT WINDOW NO.1

1. Loss Report, registered by the CGHS beneficiary with Delhi Police, online at www.delhipolice.nic.in

2. Indian Postal Order worth Rs.50/-

3. Copy of the lost CGHS Card

On submission of the above documents, an Index Card would be issued at Window No.1, which would be authenticated in Room No.17 with stamp.

The validity of this Index Card would be as good as that of a CGHS Card, till a Duplicate CGHS Card is sent by the aforesaid Office to the concerned CGHS Dispensary/Wellness Centre in a period of about 6 to 8 weeks, where the CGHS beneficiary is registered.

The staff at the Office of the Additional Director, CGHS, was very cooperative and helpful.

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