

**F.No. P-16017/206/2024-ADG(Infra)**  
**Central Board of Direct Taxes**  
**(Department of Revenue)**  
**Ministry of Finance, New Delhi**

**Date: 30.10.2024**

**OFFICE MEMORANDUM**

**Sub: - Introduction of Annual Medical Examination for Group B&C employees of Income Tax Department aged 40 years and above.**

DoPT vide OM No. 21011/1/2009-Estt. (A) dated 01.02.2012 introduced Annual Medical Examination for all Group A officers of Central Civil Services aged 40 years and above with the following package rates: -

- 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 & Two Hundred Only)

The Competent Authority has approved a similar Annual Medical Examination Scheme for all Group B&C employees of the Income Tax Department (aged 40 years & above) with the same terms and conditions as applicable vide the DoPT OM (Copy of the said OM is attached for reference).

**The above Scheme comes into force with immediate effect.**

This issue with the approval of the Competent Authority.

  
(Archana Bhagat)

Deputy Director of Income Tax (Infra) (Coord.),  
C.B.D.T., New Delhi.

Copy to:

1. All the Pr. Chief Commissioner of Income Tax (CCAs).
2. Pr. Director General of Income Tax (Training), New Delhi.
3. Database cell.
4. IRS Association, ITGOA & ITEF.

  
(Archana Bhagat)

Deputy Director of Income Tax (Infra) (Coord.),  
C.B.D.T., New Delhi

**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, 1<sup>st</sup> 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.**

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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)

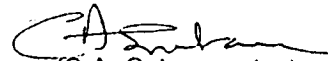
2. The regime of medical tests for the above purpose will be as given in the ANNEXURE-I.

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

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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**

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**INVESTIGATION REPORTS****Tests for Group 'A' Officers**

1.	<b><u>Heamogram</u></b>  (i) Haemoglobin (ii) TLC (iii) DLC (a) Polymorphs (b) Lymphocytes (c) Eosinophils (d) Basophils (e) Monocytes  (iv) Peripheral Smear
2.	<b><u>Urine Examination</u></b>  (i) Colour (ii) Albumin (iii) Sugar (iv) Microscopic Ezam.
3.	<b><u>Blood Sugar</u></b>  (i) Fasting (ii) Post-Prandial
4.	<b><u>Lipid Profile</u></b>  (i) Total Cholesterol (ii) HDL Cholesterol (iii) LDL Cholesterol (iv) VLDL Cholesterol (v) Triglycerides
5.	<b><u>Liver Function Tests</u></b>  (i) S. Bilirubin (Total) (ii) S. Bilirubin (Direct) (iii) S.G.O.T. (iv) S.G.P.T.
6.	<b><u>Kidney Function Tests</u></b>  (i) Blood Urea (ii) S. Creatinine (iii) S. Uric Acid

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7.	<p><b>Cardiac Profile</b></p> <p>(i) S.LDH (ii) CK-MB (iii) S.CRP (iv) SGOT</p> <p><b>For Men</b></p> <p>(v) PSA</p> <p><b>For Women</b></p> <p>(vi) PAP SMEAR</p>
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	<p>Pelvic Examination</p> <p>(i) Local Examination (ii) Per Vaginum (PV) (iii) Per Speculum</p>
	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

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Eye Examination

1.	Distant Vision
2.	Vision with Glasses
3.	Colour Vision
4.	Tonometry
5.	Fundus Examination

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1.	Oral Cavity
2.	Nose
3.	Throat
4.	Larynx

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**ANNEXURE-II**

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**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. Kalra 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.
19. Bansal Hospital, New Friends Colony, 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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ANNEXURE-III

- 7 -

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

1.	Overall Health of the officer	
2.	Any other remarks based on the Health Medical Check- up of the officer	
3.	Health profile grading	

Date:

Signature of Medical Authority  
Designation

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# PROFORMA FOR HEALTH CHECK UP FOR SA OFFICERS

Name :

Age : Sex : M/F

Marital Status: Married  Unmarried

Residential Address:

Tele-contact:

E-mail ID:

Office Address:

Blood Group:

### History of Known Illness

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

Kidney Disease:

Chronic Renal Failure- Yes  No  If, yes- on Regular Dialysis- Yes  No

Any history of Surgery/ prolonged hospitalization (more than 2 weeks)

Yes / NO if yes, reasons thereof

Any history of loss of appetite- Yes  No

Any history of loss of Weight- Yes  No

*Contd.*

Any history of altered bowel habit      Yes       No

Any history of Chewing Tobacco      Yes       No

Family History of: DM  HT  Obesity

Premature CAD      Yes/ No

Malignancy      Yes/ No

Stroke      Yes/ No

T.B.      Yes/ No

Glaucoma & Premature Cataract      Yes/No

Smoker      Yes   No   If yes Number per day

Ex-Smoker      Years of Smoking    Years of quitting smoking

Vegetarian      Yes   No      Non vegetarian      Yes   No

Pan Masala      Yes   No

Alcohol      Yes   No   If regular quantity in ml per day

Regular Exercise      Yes   No

- Nature of \*Exercise
- Walking
  - Jogging
  - Cycling
  - Swimming