

National Institute of Science Education and Research

APPLICATION FOR CHSS CARD(S)

Name			Code No.	PF-
Designation		Section/ School	Basic Pay	Rs.
Date of Appointment			Date of Birth	
Residential Address:				

PARTICULARS OF FAMILY MEMBERS

(Spouse & Children who are dependent and Parents wholly dependent and permanently residing with the Government Servant)

Sl. No.	Name	Relationship	Date of birth	Occupation	Monthly income from all sources

Declaration

1. I certify that my family members, whose details are furnished above, fulfil the conditions prescribed (printed overleaf), for availing CHSS benefits.
2. I hereby undertake to communicate immediately and surrender the respective medical cards, in the event of any of my family members becoming ineligible for availing CHSS benefits.
3. I also undertake to submit income declaration with respect to my parent who are availing CHSS benefits, at the beginning of every calendar year.

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

The information on details of family, verified and found correct.

Authorized Signatory of the Institute

No :

Date:

Registered under CHSS Number:

CHSS Number:

Copy to

1. Pay & Accounts Officer, HWP (I)
2. Accounts Officer, IoP
3. Personal File
4. Medical centre, NISER

LCWO/APO

Received

CHSS Card(s)

Signature of the Employee

Issue the CHSS cards through HWP Talcher

1. **Issue of CHSS cards to employees:** All employees have to fill up the application form in the prescribed format and submit it to the Administration section / FA section (as applicable) with two recent passport size photographs (name written behind) for verification and certification. After certification, the form will be forwarded for approval of the competent authority to issue the CHSS card.
2. **Issue of CHSS cards to employee's spouse:** In addition to the procedure followed in point No.1, proof for date of birth and Marriage certificate of the spouse has to be provided by the employee which will be certified by administration. After certification the same will be forwarded to the competent authority to issue the CHSS card.

Note: In case of non-submission of proof of age and marriage certificate, a temporary CHSS card may be issued for a period of three months.

3. **Issue of CHSS cards to employee's children:** In addition to the procedure followed in point No.1, CHSS card will be issued for first two surviving children. If the employee wants to take the CHSS facility for the remaining children an additional 1% subscription charges has to be paid per child.

Note: The validity of children's CHSS card will be till he/she attains the age of 18yrs. After 18yrs.of age, if the son or daughter is not employed or married, his/her CHSS facility may be extended yearly upto a maximum period till 25yrs age. A declaration in the specified format should be submitted.

4. **Issue of CHSS cards to employee's parents:** In addition to procedure following in point No. 1 above, fully dependent parents with income of less than Rs 9000/- p.m who normally resides with the employee may get this facility. For certification of staying of parents, employee has to attach some supporting documents of residential proof i.e. /Ration Card/Aadhar Card/Passport etc. The employee has to submit a self declaration i.r.o. staying of her/his parents as per specified format. The validity of CHSS cards of parents will be for one year. Each year the card will be renewed and for each time an income certificate has to be submitted.

Note: In case the employee is unable to furnish proof of residence for parents, the case will be taken up by the competent authority at NISER with HWP Talcher for further action.

Note: If the CHSS card is damaged, new CHSS will be issued after the payment of Rs. 500.00 and if it is lost, the employee will have to submit FIR copy and have to pay Rs. 500.00.

Conditions for availing CHSS Medical Benefits from through HWP Talcher

- The 'Parents' for purpose of CHSS benefits does not include step parents. Parents of the prime beneficiary who are wholly dependent on the prime beneficiary and normally reside with him/her, and if their (of both parents) total monthly recurring income does not exceed ₹ 9000/- may get benefit of this scheme. Income from land, building, house, fixed deposits, employment, should be taken into account for the purpose of total income of both the parents.
- Married/Widowed / Divorced or legally separated daughters of employees though Dependent on the employee are not eligible for medical benefits under CHSS. In the case of adopted children, only legally adopted sons and daughters are eligible for the benefits of CHSS.
- Children, Step-Children or legally adopted children up to 25 years of age, restricted to first two are eligible for CHSS benefits. Children beyond 18 years of age and up to 25 years will be eligible for continuation under the Scheme provided they are not gainfully employed. Gainful employment means monthly income exceeds ₹9000/- p.m.
- If any of the members of the family proposed for registration is engaged in any Trade/Business or is employed outside the Department of Atomic Energy on part/full time basis, full particulars of such occupation should be furnished on a separate sheet fully supported by documentary evidence, so that their – eligibility for availing the CHSS benefits could be determined.
- It shall be the responsibility of the employee concerned to notify respective offices, as soon as any member of the family becomes ineligible for availing the benefits of the Scheme and to surrender the card.
- Employee giving false or misleading information will be liable to disciplinary action.