



भारत सरकार **GOVERNMENT OF INDIA**
 वित्त मंत्रालय **MINISTRY OF FINANCE**
 राजस्व विभाग **DEPARTMENT OF REVENUE**
 केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
 सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
 सीमा शुल्क गृह, विल्लिंगटन आईलैंड, कोच्चिन-682009
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009



Website: www.cochincustoms.gov.in
 E-mail: commr@cochincustoms.gov.in

Control Room: 0484-2666422
 Fax: 0484-2668468
 DID No. 2835100

प्रशासन परिपत्र सं 23/2020

Administration Circular No.23/2020

Sub: Scheme for funding of annual health check-up for Group 'B' and Group 'C' officials of age 40 years and above from the Customs and Central Excise Welfare Fund - reg.

Office of the Chief Commissioner of Central Tax, Central Excise and Customs vide their Office Order No. 024/2020 dated 01.10.2020 (copy enclosed) has issued consolidated guidelines on the subject matter.

Annexure A of the above referred office order provides the list of empanelled hospitals for annual health check-up, Annexure B provides the list of tests required to be conducted and Annexure C lists the contact details of the PR section of jurisdictional commissionerate to be contacted in case of any queries or difficulties.

This is for information/circulation among all staff/officers of this Custom House and they are instructed to complete their annual medical check-up within the prescribed timeline.

**Signed by Ashwin John
 George**

Date: 21-12-2020 12:42:00

Reason: Approved

Dy. Commissioner of Customs (Admn)

Encl: As referred above.

Copy to: Notice Board/ EDI section for uploading this circular in departmental website.



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्षकर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीयकर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE



सी. आर. भवन, आई. एस. प्रेसरोड, कोच्चि, C.R. BUILDING, I.S. PRESS ROAD, KOCHI-682018

E-mail: cccochin@nic.in

Fax: 0484-2397614

Phone: 0484-2394100/0404

C.No. II/39/14/2019/ CC(TZ) I

Date: 01.10.2020

(DIN No: 20201058000007A05E1)

OFFICE ORDER No.: 024 /2020

Sub: Scheme for funding of Annual health check-up for Group 'B' and Group 'C' officials of age 40 years and above from the Customs and Central Excise Welfare Fund - reg.

DGHRD, CBIC vide letter F.No. 712/170/HRD/WF-I/19 dated 16.01.2020 had proposed a welfare scheme of Annual Medical Examination for all Group 'B' & 'C' officers/staff of age 40 years and above working under the CBIC.

2. In order to implement the scheme, CGHS empanelled Hospitals/Diagnostic centres or Hospitals /Diagnosis Centres recognised under CS (MA) rules and other reputed hospitals in various parts of Kerala were contacted, for the convenience of officers posted at formations across the state. Accordingly, certain hospitals which are found suitable and they have accepted the required terms and conditions and have been identified for empanelment and Memorandum of Agreement (MoA) has been executed with the empaneled hospitals for conducting the requisite Annual Health checkup. List of such empanelled hospitals is enclosed herewith as **Annexure-A**. The facility is available to all Group B&C officers of age 40 years and above (as on 1st April of every year) working under any formations of CBIC, irrespective of the actual location of posting. Group-A officers of age 40 years and above can also avail the facility in these empaneled hospitals, if they desire so. Thus, the participating hospitals shall provide the facility of the check-up to any officer working under CBIC (as per the terms and conditions in the MOA), irrespective of rank/designation / place of posting. The officers and staff posted in the organizations under CBIC in Kerala, listed below, can avail this facility.

a) Central GST & Central Excise

b) Customs House

c) Commissionerate of Customs (Prev.)

d) Directorate of Revenue Intelligence

e) Directorate of Goods and General Intelligence

f) National Academy of Customs, Indirect Taxes And Narcotics.

3. In this regard, following points are brought to the notice of all concerned for guidance:-

a) Officers shall produce a valid Departmental Id-card while presenting them for medical check-up. They may preferably inform the hospital in advance and appear at the proper time as suggested by the hospital, so as to avoid rush and also to complete all the procedures on the same day.

b) The empanelled hospitals shall make arrangements for smooth conduct of all prescribed checks in a hassle-free manner. The list of tests required to be conducted as part of this scheme is enclosed as **Annexure-B**.

c) Hospitals shall conduct all the agreed upon tests/procedures (as per Annexure-B) by charging each male officer a lumpsum amount not more than Rs.2000/- (Rupees Two thousand only) while, for female officers, the amount chargeable shall be not more than Rs.2200/- (Rupees Two thousand and two hundred only). Hospital shall issue proper receipt in this regard. The amount shall be payable by the concerned officer directly to the hospital, which shall be reimbursed to the officer on filing requisite claim with the department.

d) On completion of tests/doctor consultation etc., hospital shall provide a copy of complete medical report & summary of the medical report of the officer, and the officer shall give a satisfactory rating to the hospital, while submitting his bill to the Administrative Authority.

e) In case of any doubts/difficulties in this regard, the officers as well as the hospitals shall contact the PR section of the nearest Commissionerate (Contact numbers are enclosed herewith as **Annexure-C**).

4. Since the annual medical check-up needs to be completed within the prescribed time frame (by 31st Dec'20 for 2020 and by 31st July every year), all officers/staff of age 40 years and above are directed to undergo the Annual Medical Examination as per the scheduled date and time of the empanelled hospital.

5. All Commissionerates shall give wide publicity regarding the scheme for Annual Medical Examination to ensure that all eligible officers/staff can avail the facility. A copy may also be circulated among recognised officers/staff Associations also.

6. On completion of the medical examination of all officers/staff, all the HoD are requested to collect the bills prepared by the empanelled hospitals and the same may be duly examined and verified by the HoD. A detailed report of the eligible officials who have undergone the medical examination along with a consolidated demand for the grant and a consolidated satisfaction report in respect of each hospital shall be forwarded to this office on or before **31st January 2021 for this year and 31st August** of every year for sanction /release of funds from the Welfare fund.


(Shyam Raj Prasad)

Chief Commissioner

Encl: Annexure A,B,C

Issued to:

1. The Principal Commissioner of Central Tax & Central Excise, Kochi.
2. The Commissioner of Central Tax & Central Excise, Thiruvananthapuram
3. The Commissioner of Central Tax & Central Excise, Kozhikode
4. The Commissioner of Customs, Customs Preventive, Cochin.
5. The Commissioner of Customs, Customs House, Cochin.
6. The Commissioner of Central Tax & Central Excise, Appeals.
7. The Commissioner of Central Tax & Central Excise, Audit.

Copy for information to:

- 1). Pri. ADG, DGGI, Kochi
- 2). ADG, DRI, Kochi
- 3). ADG, NACIN, Kochi

Copy for information and necessary action to:

The Hospitals as per Annexure-A

Annexure - A

List of Empanelled Hospitals for Annual Health Checkup

Sl. No.	Name of Hospitals	Address of Hospitals
1	KIMS Healthcare Group, Thiruvananthapuram	1, Vinod Nagar Road, Anayara, Thiruvananthapuram, Kerala - 695029
2	Mangalam Hospitals Pvt. Ltd., Kottayam	Mangalam Plaza, Baker Junction, Kottayam, Kerala - 686001
3	Lakeshore Hospital & Research Centres Ltd.	NH-66 Bypass, near Police Station, Nettoor, Maradu, Kochi, Kerala 682040
4	Aster Medcity (Aster DM Healthcare Ltd.)	Kuttisahib Road Cheranelloor, South Chittoor, Kochi, Kerala 682027
5	Amrita Institute of Medical Sciences	Ponekkara, P. O, Kochi, Kerala 682041
6	Baby Memorial Hospital Ltd.	Indira Gandhi Road, Arayadathupalam, Calicut, Kerala - 673004
7	Malabar Institute of Medical sciences (Aster MIMS Kannur)	East Chala, Bypass road, Kannur 670621
8	KIMS Al Shifa Healthcate Pvt. Ltd.	Ooty Road, Perintalmanna, Kerala 679322

Annexure - B

List of Tests to be conducted for Annual Health Checkup for Group B & C Officers of CBIC of age 40 years and above

INVESTIGATIONS	
Complete Hemogram (16 Parameters) Haemoglobin, PCV, RBC, MCHC, MCV, MCH, Total WBC, Differential Count (Polymorph, Lymphocytes, Eosinophils, Monocytes, Basophils), PDW, PCT, ESR, Platelet Count	
Cancer Screening:- Serum PSA (For Males) Pap Smear (For Females)	
Diabetic Test:- FBS PPBS	
Thyroid Test:- TSH	
Lipid Profile (6 Parameters) Total Cholesterol LDL Cholesterol Triglycerides	HDL Cholesterol VLDL Cholesterol Total Cholesterol/HDL Ratio
Liver Function Test (10 Parameters) Total Bilirubin, Direct Bilirubin, Indirect Bilirubin, Serum Proteins, Serum Albumin, Serum Globulin, A/G Ratio, SGOT, SGPT, Serum Alkaline Phosphatase	
Renal Function Test (3 Parameters) Blood Urea Serum Creatinine Serum Uric Acid	
Urine Routine Examination	
General Examinations:- ECG Chest X-Ray USG Abdomen TMT/ECHO	
Consultations:- General Medicine Cardiology Dental ENT Ophthalmology Gynaecology (For Females)	

Annexure - C

Contact Details of PR Officer of the Commissionerate

Sl. No.	Name of the Commissionerate	Landline No.	PR Officer with Contact details
1	Kochi	0484-2390404	S A Madhu - Supdt 9961492841
2	Kozhikode	0495-2727891	Rafeeq Hasan - Supdt 9447336833
3	Thiruvananthapuram	0471-2337040	Bijish Ben - Supdt 8891332759