

## DELHI DEVELOPMENT AUTHORITY

No.f.8(14)/2010-2011/Consultant(F&M)/11

25 Jun 2010

### CIRCULAR

**Sub: Issue of New Bio Metric Medical Identity cards to the staff.**

DDA is launching cashless medical scheme for all serving DDA employees, pensioners, family pensioners and their authorized dependents. Under the cashless medical scheme member would be issued with a biometric cards which will immensely convenience the employees by doing away with cumbersome and time consuming system of reimbursement of medical bills.

Members when hospitalized would be able to avail comprehensive and super specialty medical care from empanelled hospitals. The biometric card will contain all the personal and medical history of entire family and their dependents. The information stored in the card would ensure that no unauthorized person can avail cashless facility. It has also been decided to outsource the job of making Biometric cards to M/s SCORE information Technologies Ltd. Following guidelines have been framed for the purpose:

- (i) A form for application for issue of Medical Identity Cards has been devised which will be got filled in by individual employees. The respective branch head would verify the details there in. Thereafter the same would be sent to the respective Branch DDO / A.O. /Sr.A.O. (CAU) under whom the employee is drawing his salary. (Specimen copy enclosed). Forms can also be downloaded from DDA website ([www.dda.org.in](http://www.dda.org.in)).
- (ii) The forms duly complete in all respect will be signed by the respective branch officers after verifying the details from the records available in the office and documents submitted by the

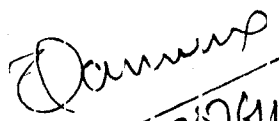
employee and authenticated by the DDO. The Branch officer and DDO concerned will verify the entitlement of the official/officer and their dependents strictly in accordance with the provisions contained in the DDA Medical Scheme / C.S. (MA) Rules. **Utmost care is to be taken by them while verifying the name of the dependents to be included in the Cards.** They will be responsible for the correctness of the entitlement of the employees/their dependents and detail given in the form.

- (iii) The branch officer / HOD will forward original filled in forms along with one photocopy of the form to DDO for onward submission to AO (Med) / Consultant (Fin. and Med.).
- (iv) The Firm assigned with the job of preparation of Cards will collect the duly filled and authenticated forms by the branch officer / DDOs from the AO(Med) / Consultant (Fin. and Med.) every fortnight. The firm would digitize the data on the basis of the information furnished by the applicant, prepare the card within 30 days and hand over the same to AO (Med) / Consultant (Fin. and Med.) at Vikas Sadan. The valid card will be sent along with original and photocopy of the form to respective DDOs. Original will be retained by DDOs for pasting in service book and photocopy along with the card will be forwarded to the branch officer / HOD for information and retention.
- (v) An enrolment camp will be organized at the site for obtaining biometric impression of the DDA employees for activation before handing over the card by the branch officer personally. Signature of the employee will be obtained and recorded on the photocopy.

- (vi) The employees are required to check the details in the cards; and discrepancy, if any noticed with reference to the detail given in the form, can be pointed out immediately, and the card will be returned to the Agency for preparation of the new card with correct details. For any kind of discrepancy due to the wrong information given in the Application form, the employee will be responsible and he will have to bear the cost of the new card. The Bio metric impression of the dependents will be activated at their first visit to the empanelled hospital.

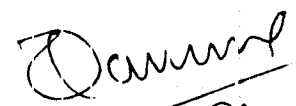
Pensioners / Family Pensioners are requested to collect the form from AO Medical / (Pension), Vikas Sadan, New Delhi or download the same from DDA website [www.dda.org.in](http://www.dda.org.in).

This issues with the approval of CAO / DDA

  
Dy CAO (Med.) 2/9/11

Copy forwarded to :

- (i) All D.D.O.s for bringing to the knowledge of all the staff.
- (ii) Director (System) along with a soft copy of the Circular for uploading the same on DDA's Website.

  
Dy CAO (Med.) 2/9/11