

**DELHI DEVELOPMENT AUTHORITY**  
**OFFICE OF ADVISOR (MEDICAL)**  
ROOM NO.304, 3<sup>RD</sup> FLOOR, D-BLOCK,  
VIKAS SADAN, INA, NEW DELHI - 110023

No.: F.7(65)2016-17/MC/159

Date : 20/7/17

**CIRCULAR**

**Sub: Issue of Medical Card.**

In order to provide smooth and timely service/facility to retirees who intend to get medical card issued after deposit life time contribution (after retirement), following time schedule is being recorded for strict compliance by AD(Medical), Sh. R.S. Negi, DGR and also by medical card printing firm. Henceforth, following timely actions are to be ensured by medical card branch:-

1. Immediately after deposit of life time contribution and on submission of completed medical form with photographs and with copy of PPO, temporary medical card will be issued which will be valid for two months.
2. In the temporary medical card, specific date of visit to collect new medical card will be recorded by Medical Cell so that retirees come on the specific date to collect new medical card. The maximum period for collection of new medical card must not be more than 45 days from the date of deposit of life time contribution.
3. Medical card printing firm/agency must ensure that cards (after due vetting/checking by Medical Cell) are made available to the Medical Cell within 25 days positively from the date of handing over of documents by Medical Cell.
4. AD(Medical) will ensure that all temporary medical cards are also with due stamp of the next date on which new medical card will be ready and may be collected by the retirees.




(Ashok Kumar Sharma)  
Advisor (Medical)

1. AO(Medical)-I. |
2. AD(Medical Cell) | For strict compliance.

Copy to :-

1. Chief Accounts Officer for kind information.
2. Dy. CAO(Medical)
3. Sr. AO(Medical)-II.
4. Sr. AO(F & E).
5. AAO(Medical Counter), D-Block, Vikas Sadan.
6. Dy. Dir.(Systems) for placing it on DDA Website.

  
Advisor (Medical)

o/c