



भारतीय लेखा और लेखापरीक्षा विभाग,
कार्यालय महानिदेशक लेखापरीक्षा,
पर्यावरण एवं वैज्ञानिक विभाग, कोलकाता शाखा,
छठा तल, द्वितीय बहुतलीय कार्यालय भवन, निज़ाम पैलेस,
234/4 ए जे सी बोस रोड, कोलकाता-700020

Phone: 033-2289/4111/12/13

Fax: 033-2289-4060

E-mail id: admn.kol.esd@cag.gov.in

CIRCULAR

No. Admn/CGHS/XIV/2022-23/329

Date: 26.04.2022

Subject: Updation of mobile number and email ID linked with CGHS beneficiary numbers

It has been observed that some officials have linked the CGHS Beneficiary ID in respect of self and family members to brsdkolkata@cag.gov.in and bresdkolkata@cag.gov.in instead of personal Email IDs and OTP messages for booking of appointment online are being received in these Email IDs.

Such employees are requested to follow the steps as below for rectification of email ID and mobile number, as required.

1. Open the web page cghs.nic.in using Microsoft Edge Browser
2. Click on "Beneficiaries Login" under the tab "Beneficiaries"
3. Enter the Beneficiary ID of Primary Card Holder and fill in the password and captcha. In case even after entering the correct password and captcha, the page pops up a message of incorrect credentials, please write the password and captcha in a word document and try to paste the password and captcha from the word document in the relevant columns. In case the password has not been generated previously, please use the generate/reset password option and generate the password. The password received on the mobile number may be used to login.
4. After logging in, please use the Update tab to update the Email ID and Mobile Number. The Mobile Number and Email ID can be kept as same for all the beneficiaries or maybe kept different as per choice. A confirmation email will be sent to the updated email for confirming the details. After confirming the credentials, the same will be updated on the website of CGHS.

This issues with the approval of Deputy Director.

**Sd/-
Sr. Audit Officer (Admn)**

Copy to:-

1. All Sections
2. All employees
3. Notice Board