



DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI  
DEPUTY DIRECTOR(LABOUR WELFARE),  
'B' BLD.,VARUNALAYA, KAROL BAGH,  
NEW DELHI-05.

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OFFICE ORDER No:- 11

Date:- 13.07.2026

**Subject: Annual Health Check-Up Scheme for Delhi Jal Board Employees aged 40 Years and Above.**

In pursuance of the approval of the Chief Executive Officer, Delhi Jal Board, the Annual Health Check-Up Scheme is hereby introduced for all regular employees of Delhi Jal Board who have attained the age of 40 years and above, with immediate effect, as a welfare measure for promoting preventive healthcare and early detection of diseases.

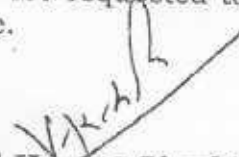
Accordingly, all eligible employees shall undergo an Annual Health Check-Up once every financial year at the hospitals empanelled for the purpose by Delhi Jal Board under the scheme (ANNEXURE-A). The health check-up shall be carried out in accordance with the approved package and terms & conditions prescribed by Delhi Jal Board. The following guidelines shall be followed:-

1. The Annual Health Check-Up shall be applicable to all regular DJB employees who have attained the age of 40 years and above.
2. Employees shall obtain a permission/authorization letter from their respective Head of Office/DDO before availing the health check-up (ANNEXURE-B).
3. The health check-up shall be conducted only at the empanelled hospitals which have consented to provide the services under the scheme. The Hospital will prepare the Health Report as per enclosed proforma (ANNEXURE - C)
4. The expenditure shall be borne by Delhi Jal Board in accordance with the approved package rates on reimbursement basis.
5. The concerned DDOs/Heads of Office shall maintain a record of employees who have undergone the Annual Health Check-Up and ensure that the facility is availed in a phased manner without affecting normal office functioning.
6. The charges for the Annual Health Check-Up shall be as under:-

| Category         | Charges (per employee per annum)                 |
|------------------|--------------------------------------------------|
| Male Employees   | ₹ 2,000/- (Rupees Two Thousand Only)             |
| Female Employees | ₹ 2,200/- (Rupees Two Thousand Two Hundred Only) |

7. Standard Operative Procedure for the Annual Health Check Up is attached as ANNEXURE-D.

All Heads of Offices, DDOs and Medical Officers In-charge are requested to give wide publicity to this Circular and ensure its strict compliance.

  
(Vinod Kumar Singh)  
Dy. Director (LW)

All DDO's

P.T.O.

No. DJB/DD(LW)/AHCU/2026/D 24931

Date: 13.07.2026  
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Copy to:-

1. PS to CEO, DJB :- for kind information
2. All Members, All Directors, Secretary, DJB
3. All Dy. Directors, All MOIc.
4. Incharge (EDP) - for uploading the same on DJB website.

*V. K. Singh*  
Dy. Director (LW)

DD (IT)

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Dy. Director (IT)  
Delhi Jal Board, GNCTD  
Dy. No. 1251 dt 16/07/2026

*[Signature]*  
16/7/2026

**Private Hospitals in Delhi & NCR**

| S.No | Name of the Hospitals                                                                                                          |
|------|--------------------------------------------------------------------------------------------------------------------------------|
| 1.   | B.M. Gupta Hospital Pvt. Ltd, H-11 to 15, Uttam Nagar, New Delhi - 110059.                                                     |
| 2.   | Gandhi Hospital (A unit of Gandhi Healthcare Pvt.Ltd.) C-50 & 51, Om Vihar, Uttam Nagar, West Metro Station, New Delhi-110059. |
| 3.   | Garg Hospital (A Unit of Garg Heart Centre & Nursing Home), 8-9, A.G.C.R. Enclave, (Opp. Karkardooma Court), Delhi-110092.     |
| 4.   | Indus Valley Hospital, 232, KH. No.19/1 (1-12), 135, Laxmi Garden, Tehsil Road, Najafgarh, New Delhi-110043.                   |
| 5.   | Jain Hospital, 177-178, Jagriti Enclave, Vikas Marg Extn. Delhi-110092.                                                        |
| 6.   | Kailash Deepak Hospital, 5-Vikas Marg, Karkardooma, East Delhi-110092.                                                         |
| 7.   | Kalra Hospital SRCNC Pvt. Ltd., A-4, 5&6 Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi - 110015.                               |
| 8.   | Khandelwal Hospital & Urology Centre, B-16, East Krishna Nagar, Main Swaran, Cinema Road, Delhi - 51.                          |
| 9.   | Malik Radix Health Care Pvt. Ltd. (Hospital), C-218, Nirman Vihar, Vikas Marg, Delhi - 110092.                                 |
| 10.  | Mansa Ram Hospital Pvt. Ltd., B-5, Aman Puri, Main Nazafgarh Road, Nangloi, New Delhi-41.                                      |
| 11.  | MGS Super Specialty Hospital, 35/37, Rohtak Road, West Punjabi Bagh, New Delhi-110026.                                         |
| 12.  | National Heart Institute, 49-50, Community Centre, East of Kailash, New Delhi-110065.                                          |
| 13.  | Park Hospital, Meera Enclave, (Chokhandi) Near Keshopur Bus Depot Outer Ring Road, New Delhi - 110018.                         |
| 14.  | Sanjeevan Medical Center (P) Ltd., 4869/24, Ansari Road, Daryaganj, New Delhi - 110002.                                        |
| 15.  | Santom Hospital, D-5, 6, Prashant Vihar, Rohini, Sector - 14, Delhi - 110085.                                                  |
| 16.  | Sarvodaya Hospital (A Unit of Anshu Hospital Ltd.), YMCA Road, Sector-8, Faridabad - 121001.                                   |
| 17.  | Chandra Laxmi Hospital, Sec-4, Plot No. 337, Vaishali, Ghaziabad - 201010.                                                     |

**Authorization Letter for Annual Health Check Up Scheme**

This is to certify that Sh./Smt./Ms. \_\_\_\_\_, Employee ID \_\_\_\_\_, Designation \_\_\_\_\_, presently posted in \_\_\_\_\_, is drawing salary from Delhi Jal Board and has attained the age of 40 years and above.

Accordingly, he/she is hereby authorized to undergo the Annual Health Check-Up under the Delhi Jal Board Annual Health Check-Up Scheme during the Financial Year 20\_\_-\_\_ at any of the empanelled hospitals of Delhi Jal Board.

The Annual Health Check-Up shall be conducted as per the approved package notified by Delhi Jal Board at the following rates:

| Category        | Approved Charges                                |
|-----------------|-------------------------------------------------|
| Male Employee   | ₹2,000/- (Rupees Two Thousand Only)             |
| Female Employee | ₹2,200/- (Rupees Two Thousand Two Hundred Only) |

The concerned empanelled hospital is requested to conduct the prescribed medical examination and provide the complete Health Check-Up Report along with all investigation reports to the employee.

This authorization is valid for one Annual Health Check-Up only during the above-mentioned financial year.

Name of Head of Office/DDO: \_\_\_\_\_

Designation: \_\_\_\_\_

Office/Division: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Signature & Office Seal

**Note:**

1. This authorization shall be accepted only by hospitals empanelled with Delhi Jal Board under the Annual Health Check-Up Scheme.
2. The employee shall carry this authorization letter along with the DJB Identity Card at the time of the health check-up.
3. The hospital shall raise the bill strictly as per the approved package rates of Delhi Jal Board.
4. This authorization shall not be valid after completion of the financial year or after availing one health check-up, whichever is earlier.

# ANNUAL HEALTH CHECK-UP FOR DELHI JAL BOARD EMPLOYEES AGED 40 YEARS AND ABOVE

Name : Mr./Mrs./Miss

Sex: M ☐ F ☐Age:  Marital status: Married ☐ Unmarried ☐ Widow/Widower ☐ Divorcee ☐

Residential address:

Contact No.: (R) (O) (M)

E-mail ID:

Office Address:

Medical Card No.

Blood Group  

History of known conditions (Tick appropriate box)

|           |                                                          |                              |                                                          |
|-----------|----------------------------------------------------------|------------------------------|----------------------------------------------------------|
| Raised BP | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, on Regular treatment | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| DM        | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, on Regular treatment | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| IHD       | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, on Regular treatment | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Stroke    | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, on Regular treatment | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| CRF       | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, on Regular Dialysis  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Family history of DM ☐ HT ☐ Obesity ☐

Life-style:

Smoker Yes ☐ No ☐ If yes, No. per day

Ex-smoker ☐ Years of smoking

Alcohol Yes ☐ No ☐

If yes, how many pegs per day

Any alcoholic hepatics in past Yes ☐ No ☐

Regular exercise Yes ☐ No ☐

For more than 20 mts., at least 03 times a week

General physical examination:

Weight  kg. Height  mtrs. BMI

Pulse  /mt BP  /  mmHg Temp.  °F

Systemic examination finding:

RESP. SYSTEM

CVS

ABDOMEN

CNS

LOCOMOTOR SYSTEM

## DENTAL EXAMINATION

## EYE EXAMINATION

Distant vision

R

L

Near vision

R

L

Color vision

Tonometry

Fundus examination

Local finding

Diagnosis &  
Advice

## ENT EXAMINATION

Oral cavity

Nose

Throat

Larynx

Diagnosis &  
advice

## GYNECOLOGICAL EXAMINATION

### HISTORY

Periods      Regular ☐      Irregular ☐      since  days

                 Delayed ☐      Polymenorrhea ☐      L.M.P.  days ago

                 Menstrual flow      Normal ☐      Scanty ☐      Excessive ☐

Discharge P/V      None ☐      Mucoid ☐      Purulent ☐      Haemorrhagic ☐

Mass protruding P/V      None ☐      Present ☐

Urinary complaints      None ☐      Present ☐

No. of pregnancies       No. of deliveries

No. of abortions       No. of LSCS

### PELVIC EXAMINATION (if indicated)

Local examination

Per vaginum P/V

Per speculum P/S

### SURGICAL EXAMINATION

#### BREAST EXAMINATION

Right

Left

Presence of any lump

#### UROLOGICAL EXAMINATION (for men only)

#### RECTAL EXAMINATION (for men only)

## INVESTIGATION REPORTS

### INVESTIGATION HAEMOGRAM

### REPORT

Hemoglobin

T.L.C.

D.L.C.

Polymorphs

Lymphocytes

Eosinophils

Basophils

Monoocytes

Peripheral smear

### URINE EXAMINATION

Colour

Albumin    Absent ☐    Traces ☐    +    ++    +++

Sugar       Absent ☐    Traces ☐    +    ++    +++

### Microscopic examination

BLOOD SUGAR       Fasting  mg%

Post-prandial  mg%

### LIPID PROFILE

Total cholesterol

HDL cholesterol

LDL cholesterol

VLDL cholesterol

Triglycerides

## LIVER FUNCTION TEST

S. Bilirubin (Total)

S. Bilirubin (Direct)

S.G.O.T.

S.G.P.T.

## KIDNEY FUNCTION TEST

Blood Urea

S. Creatinine

S. Uric Acid

For men

PSA

For women

PAP smear

X-RAY CHEST PA view Report

ECG Report

TMT Report

USG Abdomen Report

Mammography Report (women only)

### SUMMARY OF HEALTH REPORT

|   |                                                |  |
|---|------------------------------------------------|--|
| 1 | Overall health of the employee                 |  |
| 2 | Any other remarks based on the Health Check-up |  |
| 3 | Health profile grading                         |  |

Date :

Place:

Signature of Physician with seal

### **Standard Operating Procedure (SOP)**

#### **Annual Health Check-up of DJB Employees and Processing of Medical Reports**

**1. Purpose:** To lay down a uniform procedure for conducting annual health check-ups of all Delhi Jal Board regular employees.

**2. Scope:** This SOP shall be applicable to all Units of Delhi Jal Board and covers the roles of Drawing & Disbursing Officers (DDOs), Medical Officers, and the Medical Screening Committee.

**3. Responsibilities:**

A. **Employees:** To undergo health check-up as directed and submit the reports to their respective DDOs.

B. **DDOs:** To ensure timely health check-up of employees, collect reports, and forward it to the Medical Officer.

C. **Medical Officer:** To scrutinize health reports and identify likely 'Not Fit' cases requiring referral to MSC.

D. **Medical Screening Committee:** To examine the reports of cases referred by MOI recommended & assess the cases in terms of fitness such as "FIT" or "Not FIT".

**4. Procedure**

**4.1 Initiation of Health Check-up**

- i. All DDOs shall notify the employees under their control to undergo the prescribed annual health check-up at approved hospitals/health centres.
- ii. Employees must undergo the health check-up within the stipulated timeframe communicated by the DDO.

**4.2 Submission of Health Reports:**

- i. After completion of the health check-up, each employee shall submit a copy of their medical report to the concerned DDO.
- ii. The DDO shall maintain a register/record of receipt of these reports.

**4.3 Forwarding to Medical Officer:**

- i. The DDO shall forward all the health reports in a compiled form to the concerned Medical Officer within 7 working days of receipt.
- ii. A forwarding letter having employee details alongwith Employee ID, listing all enclosed health reports, must accompany the submission.

#### **4.4 Examination by Medical Officer**

- i. The Medical Officer shall scrutinize all health reports received from DDOs and categorised the employees in "FIT"/"UNFIT"/"Needs further Assessment".

#### **4.5 Referral to Medical Screening Committee**

- i. All cases marked "Unfit / Needs Further Assessment" shall be compiled by the Medical Officer with remarks.
- ii. The Medical Officer shall forward these cases to the Medical Screening Committee for further examination and recommendations.
- iii. The Medical Screening Committee shall review:
  - The health parameters and diagnosis indicated
  - Requirements of Additional examination
  - Recommendations regarding temporary unfitness, permanent unfitness, or need for specialized evaluation
- iv. Final recommendations of the Committee shall be sent to the Competent Authority for kind perusal.

#### **5. Record Management:**

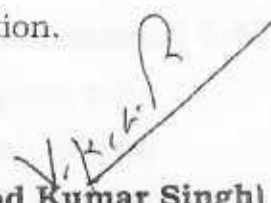
- i. DDOs, Medical Officers, and the Medical Screening Committee shall maintain proper records of all reports, referrals, and recommendations.
- ii. Records shall be preserved as per DJB record retention rules.

#### **6. Confidentiality:**

All health information of employees shall be kept strictly confidential and used only for official purposes.

#### **7. Compliance:**

All DDOs and employees must adhere to this SOP. Non-compliance shall be viewed seriously and may attract administrative action.

  
(Vinod Kumar Singh)  
Dy. Director (LW)