

SOUTHERN RAILWAY

No.U/P.641/CSBF 2015-16/Relief Distr/Sickness.

Divisional Office,  
Personnel Branch,  
Madurai, 23.11.2016.

All Concerned.

Sub:- Grant of Financial Assistance under CSBF 2016-17 for Relief of Distress/Sickness.

Ref:- CPO/MAS letter No.P(W)641/1/7/RDS/App-2016-17 dt. 16.11.2016.

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It has been decided to grant Financial Assistance from CSBF 2016-17 towards Relief of Distress/Sickness.

Applications are called for from employees in GP up to 4600/- for availing assistance under the head (Relief of Distress/Sickness)

**NORMS FOR CLAIMING ASSISTANCE UNDER RELIEF OF DISTRESS/SICKNESS:**

1. Only the Railway employees and their family members/dependents whose names are recorded in the Family Composition for the purpose of availing Pass/ PTO are eligible.
2. Claims amounting to Rs.50,000/- or more only are being entertained by CSBF. Claims for amount less than Rs.50,000/- are being dealt by the sub committees.
3. Claims are to be made only in the prescribed format duly filling all the particulars and certified and forwarded by controlling officers.
4. The following enclosures are to be appended to the application without which the claim will not be entertained.
  - (a) Hospital documents viz., Admission / Discharge summary / Report, Diagnosis of Specialists / Doctors, etc.
  - (b) Original cash receipts issued by the Hospital along with summary of receipts indicating the consolidated amount of claim. Xerox bills will not be entertained.
5. Only those cases where no Railway treatment could be resorted to due to emergency will be entertained.
6. Claims in respect of expenses made for treatment under Indigenous system of medicine like Homeopathy, Ayurveda etc. will not be entertained.
7. Claims in respect of treatment for minor ailments will not be entertained.
8. Only claims where no financial assistance was resorted to either from Railways or any other sources viz. Insurance, Medi-claim etc. will be entertained.
9. Only claims when original bills are numbered and listed date-wise indicating the total claim as a separate top sheet will be entertained.

24/11/16

Contd..2...



In this regard, the declaration given in the application form is to be signed by the employee and his family particulars are to be certified by the Supervisor / Officer concerned.

Prescribed application format is enclosed.

Applications are invited from the employees under your control so as to reach this **office on or before 07.12.2016** certain.


Any spurious claim preferred by the employees and noticed at a later date will be viewed seriously duly invoking D & A Rules.

The application should be correctly filled by the employees in all respects and forwarded by the concerned supervisors in time.

The incomplete applications and belated applications will not be entertained.

**WIDE PUBLICITY MAY PLEASE BE GIVEN TO ALL THE EMPLOYEES DULY PASTING A COPY ON THE NOTICE BOARD.**

Encl: One application format.

  
(S. SIVANATHAN)

Assistant Personnel Officer/M & E.  
For Divl. Personnel Officer/MDU.

Copy to PS to DRM for kind infn. of DRM

PS to ADRM for kind infn. of ADRM.

All Branch Officers/MDU Divn.

All CS & WIs & S&WIs/MDU Divn.

All CHOS/Divl. Office & All supervisors/MDU divn.

Divl. Secretary/SRMU/MDU

Divl. Secy./AISC & ST Assn/MDU.

Divl. Secy. AIOBC Assn./MDU.

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