



दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office  
कार्मिक विभाग/Personnel Department  
पालक्काड/Palakkad-678002.

No.जे/पी/J/P.641/DSBF/2020-21

दि /Date: 22.09.2021

All Concerned

विषय/Sub: Financial assistance from DSBF for the period of *Leave on loss of pay on medical grounds due to chronic illness & prolonged sickness covered by Railway Medical Certificate* for Non-Gazetted employees upto Grade Pay ₹.4600/- (Level-7) - reg  
संदर्भ/Ref: Minutes of DSBF Committee/PGT online meeting on 11.08.2021

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It has been decided by the DSBF Committee to extend financial assistance to the Non-Gazetted employees upto Grade Pay ₹.4600/- (Level-7) from DSBF for the period of *Leave on loss of pay on medical grounds due to chronic illness & prolonged sickness covered by Railway Medical Certificate* for the year 2020-21. If the period of sickness is more than 15 days it will be counted as one month and less than 15 days will be ignored. The amount of financial assistance is ₹.4000/- per month.

The employees working under your control who are on long sick without pay may be advised to submit the application in the prescribed format, **on or before 21.10.2021**. The claim should be supported with proper certification from Railway Medical Authority.

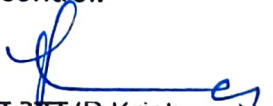
The format of the application is enclosed. The application should be complete in all respects including certification from the Railway Medical Doctor.

Forms for the scholarships can also be downloaded from Southern Railway Website :- <https://sr.indianrailways.gov.in> → About SR → Department → Personnel → Palghat Division → DSBF.

The last date for receipt of applications is **21.10.2021**.

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

Wide publicity may be given among the staff working under your control.

  
(कृष्णन.आर/R.Krishnan)

सकाधि/इंजी/APO/Engg

क्रतेमंकाधि/पालक्काड/for Sr.DPO/PGT

Copy to :- DSBF Members  
All Ch.OS/PB/PGT, Ch.S&WI  
DS/SRMU, DS/AIOBCREA/PGT

**DIVISIONAL STAFF BENEFIT FUND – PALAKKAD DIVISION**

**APPLICATION FOR FINANCIAL ASSISTANCE FROM DSBF FOR THE PERIOD OF LEAVE ON LOSS  
OF PAY ON MEDICAL GROUNDS  
(FOR STAFF UP TO GRADE PAY Rs.4600/- (LEVEL-7) ONLY ARE ELIGIBLE TO APPLY)**

1	Name of employee (Shri/Smt/Ms)			
2	Employee No./PF No.			
3	Designation			
4	Office & Station			
5	Bill Unit			
6	Pay on the date of preceding the date on which leave commenced	VII PC Pay Matrix Level	Pay in ₹.	Grade Pay in ₹.
7	Contact Number	Rly	Mobile	Land Line
8	Community (UR/SC/ST/OBC/PH/MINORITIES)			
9	Particulars of leave without pay	From	To	No. of days

I have produced Medical Records/Certificates/Pay Slips for the leave period and hereby declare that the details given above are true and correct to the best of my knowledge and if found to be false in future, I shall be taken up under D&A Rules.

Date:

(Signature of the applicant)

Designation:

Office/Station :

**Certification by the Supervisory Official**

I have verified the details furnished above and found correct. Forwarded to Chairman/DSBF & Sr.DPO/PGT for consideration.

Date:

Office Seal

(Signature of the Supervisory Official)

Designation :

Office/Station:

Certified that the above employee is on Leave without Pay from \_\_\_\_\_ to \_\_\_\_\_.

Office :

Date :

Signature of the Sub-Head of the  
Leave Section/PB

CERTIFICATION BY THE RAILWAY MEDICAL DOCTOR

Shri/Smt/Ms. \_\_\_\_\_, Designation. \_\_\_\_\_,

Office \_\_\_\_\_ is kept under sick list from

\_\_\_\_\_ to \_\_\_\_\_ due to

\_\_\_\_\_  
\_\_\_\_\_.

Other remarks if any:

Date:



(Signature of the Railway Medical Doctor)  
Designation :  
Office/Station:

A handwritten signature in blue ink.