

**Norms for claiming assistance under Developing Occupational Skills of Physically/Mentally Challenged Railway Employees /Wards**

- The notification calling for applications from Physically/Mentally Challenged Railway Employees in the format prescribed as Annexure-A and Physically/Mentally Challenged Wards in the format prescribed as Annexure-B respectively will be uploaded in the web portal [www.srhqpb.in](http://www.srhqpb.in) duly indicating the closing date 30.11.2024 for applying. The link for the web portal is available under the link Personnel Department section of the Southern Railway internet website and also in Railnet website of Southern Railway.
- Employees has to download the application and fill up all the columns without leaving any.
- Only the Railway employees & their family members/dependents whose names are recorded in the Family Composition for the purpose of availing Pass/PTO are eligible.
- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up can be taken for certification of controlling officer.
- After certification of controlling officer the printout of the application along with all the original bills are to be submitted at Personnel Department of respective units.
- Personnel Department of the respective unit must ensure that all the documents Viz. documentary proof of disability/Unique Disability Identity Card (UDID) from authorized medical authorities viz. State Government or any other recognized Medical Board issued within last 5 years (i.e. issued/renewed after 01.04.2019) are enclosed for certification otherwise application will be rejected.
- Applications will be considered for the expenditure incurred during the preceding financial year i.e. 2023-2024 only.
- Applicants should attach UMID card of the of the beneficiary .
- Expenses incurred for Railway employees and wards for Developing Occupational Skills will be considered only on submission of proper documentary proof such as Bonafide Certificate from the Special School where the child is undergoing Occupational Skills
- For claiming assistance for undergoing any other specialized therapy proper documentary proof should be submitted.(Certification from the Therapy Centre has to be enclosed)
- Henceforth Financial Assistance will be considered based on the proof & percentage (%) of disability (UDID), Bonafide Certificate from Special School and certification from the Therapy Centre & on submission of copy of UMID card.
- In regard to assistance for expenditure towards caretaker and transportation will not be granted based on vouchers and receipts. It will be purely based on the percentage of disability of the ward supported by Bonafide Ceretificate from the Special School for Occupational Skills and Certification from the Therapy Centre.
- Expenses towards Medicines, Medical tests and Doctors consultation fees etc. will not be taken into consideration for assistance under this scheme
- As per Railway Board's letter No. 2005/H/6-4/Policy dt 22.02.2022, the beneficiaries covered under Railway medical rules/RELHS shall be eligible to get reimbursement of purchase of hearing aids from Revenue.
- Personnel Department of the respective unit must ensure that all the Original bills such as Fee for Occupational Skills, Therapy bills, Special School fee receipt, Bills for Special Aid or equipment procured etc., are submitted.  
(Photostat copy/Colour Xerox of bills should not be entertained by Personnel Department.)
- Separate application formats are prescribed for :
  - (i) Physically /Mentally Challenged Railway employees- (Annexure-A) and
  - (ii) Physically/Mentally Challenged wards.- (Annexure-B)