

## **CSBF HEAD: Relief of Distress/Sickness- 2024-2025**

### **Norms for claiming assistance under 'Relief of Distress/Sickness'**

- The notification calling for application for Sickness will be uploaded in the web portal **www.srhqpb.in.** duly indicating the opening date 15.10.2024 and 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 **Rail net website of Southern Railway.**
- Employee has to fill up all the columns without leaving any.
- The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to "Online" form in which the employee needs to fill up the required particulars.
- 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.
- 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.
- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up can submit application. Once the application is registered, the same should be downloaded from the portal in PDF file and a printout of the same should be taken for certification of controlling officer.
- After certification of controlling officer the printout of the application along with all the original Documents are to be submitted at Personnel Department of respective units.
- Personnel Department of the respective unit must ensure that all the Hospital documents Viz. **Original Admission & Discharge Summary, Original Bills, Copy of the Report, Diagnosis of Specialists/Doctors , UMID Card etc.,** issued by the hospital along with **summary of receipts indicating the consolidated amount of claim** are enclosed for certification (Photostat copy/Colour Xerox of bills should not be entertained by Personnel Department.
- Personnel Department officer should certify after verifying and checking the **Original Discharge Summary, Original bills and copy of Medical Report and all the originals should be kept at Personnel Department .**
- The completed application duly forwarded by the controlling officer of the department and counter signed by the Personnel officer should be scanned and along with all the supporting documents, (Original Discharge Summary, Original Bills, medical Reports and UMID Card) to be uploaded in the portal as **One PDF file** by the employee before 30.11.2024. **Without which application will be treated as incomplete.**
- **Only those cases where no Railway treatment could be resorted to, due to emergency will be entertained.**
- **Claims between January 2024 to 15<sup>th</sup> November 2024 only will be entertained.**
- Claims in respect of expenses made for treatment under indigenous system of medicine like **Homeopathy, Ayurveda etc. will not be entertained.**
- Claims in respect of treatment for minor ailments will not be entertained.
- **Only claims where no financial assistance was resorted to either from Railways or any other sources Viz. Insurance, Med – claim etc. will be entertained.**