

CHECK LIST FOR MEDICAL REIMBURSEMENT CASES.

- (a) Ref. Board's letter Nos.:
- (i) 2005/H/6-4/Policy/II dt. 31.01.2007
- (ii) 2007/H/6-4/Policy –I dt. 26.11.2007
- (iii) 2007/H/6-4/Policy -1 dt. 07.8.2008
- (b) Manual References (Medical/Personnel/Accounts Depts.):-
- (i) Indian Railway Medical Manual 2000 Para 648 to 666

S. No.	Documents	Original or Photocopy required	On File Yes/No/ Not Appl.	CP No.
1.	Forwarding letter from concerned department Head/Officer/Supervisor	Original		
2.	Application from Employee/Claimant	Original		
3.	Whether patient is dependent upon the Railway employee and if yes, then necessary certificate by the employee that patient is wholly dependent upon him and resides with him, should be enclosed and cross checked.	Photocopy		
3.A	Whether case referral by AMA or otherwise (referred or non-referred)	Original		
4.	If referred by Railway Doctor, certificate to the effect should be enclosed/referral letter.	Original		
4.A	Whether employees has claimed the reimbursement within the stipulated period of six months from the date of completion of treatment			
4.B	Whether delay has been condoned by the Controlling Officer, in case if delay in submitting the claim is more than 6 months	Original		
5.	Annexure –III – Certificate ‘A’ – Form for investigation only (for non admitted cases)	Original		
6.	Annexure – III – Certificate ‘B’ – (for admitted cases) Part “A”, “B”, & “C” complete in all respects (to be signed and stamped by treating Doctor)	Original		
7.	Original hospital bill duly verified by treating Private Doctor	Original		
8.	Original medical bill duly verified by treating Private Doctor	Original		
9.	Original investigation bills duly verified by treating doctor	Original		
10.	Railway Board Annexure VI (Form available at CMS's Office)	Original		
11.	Emergency certificate issued by treating Private Doctor	Original		
12.	Discharge summary/Transfer summary/Death summary in original	Original		
13.	Attested Photocopy of Medical Identity Card/RELHS Card	Photocopy		
14.	Break – up of admissible amount and non – admissible amount with reference point should be given in tabular chart signed by MD/CMSs	Original		
15.	Emergency certificate from MD/CMS in – charge as per Railway Board's letter No. 2005/H/6-4/Policy-II dti 31.01.2007	Original		
16.	Associate Finance Vetting	Original		
	For GM's Sanction			
17.	Final amount admissible and not admissible with breakup (item 14) signed by CHD/CMD/MD/CMS/MS – Incharge	Original		
18.	FA & CAO's concurrence	Original		
19.	CMD's briefing note with case history	Original		
	For Board's Sanction			
20.	If case is to be forwarded to Railway Board, case is to be routed through DRM, and DRM's personal approval is to be on case file.	Original		

Check List signed by:

(a) Division:

(Name, Designation & Date)

(b) HQ:

(Name, Designation & D