

Dr. D.K. DAS  
(DG/RHS)

D.O.No.2003/H/6-4/Policy

dt.28.02.06

2131.6

Dear Dr.,

**Sub: - Reimbursement claim finalisation.**

Finalisation of reimbursement claim including Advance payments & post facto sanctions remains to be one of the important activities. At present there is considerable delay in the process. This needs to be rectified at every level of management.

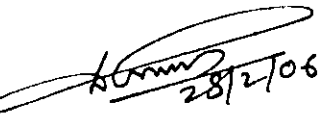
In Board's Office, we found that major cause of delay was due to back references made to the Zonal Railways.

In order to solve the problem following two important suggestions are made: -

1. First time when the case is forwarded by the Zone to Rly. Board it should be personally signed by CMD & no one else.
2. The proposal should be complete in all respect so as to minimize back references. A check list of 11 items is enclosed as annexure - which may be ticked O.K. in all cases before sending the case to Rly. Board.

All the CMDs are requested to co-operate fully to finalise the reimbursement cases early.


D.A.: - One

  
28/2/06  
(Dr. D.K. Das)

CMDs,  
All Indian Railways

(Except SECRG/Bilaspur)

o/c

  
2131.6

**Check List for Reimbursement proposals**

1. Photocopy of the application of the applicant.
2. Attested photocopy of Medial Identity Card/RELHS Card.
3. Photocopy of Hospital discharge summary/Death Summary.
4. Proforma (Annexure VI of Para 648, IRMM-2000) duly filled in with verbatim remarks of CMD and FA & CAO of the Zonal Rly.
5. Complete & legible Photocopies of Hospital bills, duly verified by treating doctor.
6. Attested photocopy of cash memo in support of purchase of pacemaker, hearing aids, prosthetics etc.
7. Comparison of the rate claimed by the applicant with nearby approved private hospital rate.
8. Finding of Medical Board wherever required to be done.
9. Attested copy of estimate of the Hospital where an advance payment is required.
10. Break up of the admissible amount and non-admissible amount with reference point should be present in chart form.
11. The certificate regarding reasonability of cost of pacemaker to be signed by CMD/CMSs of P.U. personally.