

RWF

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. 2015/H/6-4/Policy.

New Delhi, Dated: 23.04.2015.

General Managers,  
All Indian Railways & PUs  
(Including RDSO).


**Sub:- Sanction of advance/reimbursement of medical - Timely intimation regarding issuance of sanction.**

\*\*\*\*\*

Instances have come to the notice of the Board that employees are not informed even in cases where approval of the competent authority has been obtained for sanction of advance/reimbursement of expenses incurred by them. This leads to unnecessary references being received from various dignitaries which ultimately tarnishes the image of the organisation. In view of this, Director General (RHS) has directed that the Zones/PUs (including RDSO) should ensure that the beneficiaries are informed in writing immediately after the proposal for sanction has been approved by competent authority. However, if the proposal is totally rejected the reason(s) thereof should be intimated to the beneficiary.

It is, therefore, requested that all concerned in the Zones/PUs may kindly be advised to ensure that the beneficiaries are informed immediately intimating the approval/rejection of the proposal and if the proposal is approved, the specific amount sanctioned in his/her case out of total claimed/proposed amount along with the amount deducted with reason(s) therefor, so that beneficiaries do not remain in dark and unnecessary references are avoided.

Please acknowledge receipt of this letter.

  
(R.S. Shukla) 23/4/15  
Dy. Director /Health  
Railway Board.

**Copy to:- Chief Medical Directors/Chief Medical Officers /All Zones and PUs (Including RDSO).**