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GOVERNMENT OF INDIA  
 MINISTRY OF RAILWAYS  
 (RAILWAY BOARD)

No. 2012//H/5/17

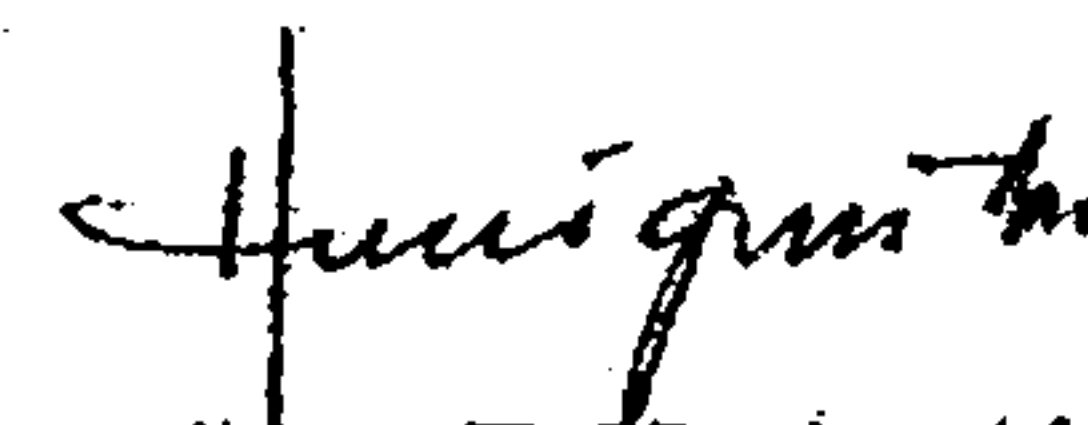
New Delhi, dt. 4.07.12

Chief Medical Directors,  
 All Indian Railways and,  
 Production Units.

**Sub : Maintenance of Hospital Care Records of employees reporting sick.**

It is advised that the following system improvements be implemented across all Zonal Railways and Production Units, as directed by CVC.

- (i) A data base of all employees reporting sick should be maintained in the hospitals, showing the date of next visit due. The concerned Pharmacist and Sr. DMO Incharge sick list OP/ Sr. DMO (Admn.) to ensure that those who do not report on the due date are immediately marked absent or discharged from the sick list. Suggested format for maintaining records is in Annexure-I.
- (ii) Pharmacists working in such posts be changed every 4/5 years

  
 (Dr. B.N. Annigeri)  
 Executive Director Health (General)  
 Railway Board  
 Fax No. 011 - 23386882,  
 Email : edh@rb.railnet.gov.in

म. वि. निदे.  
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 उप मु.वि.निदे (आर.ए. यो.)  
 उप मु.वि.निदे (सक. एवं पशा.)  
 मु.वि.निदे (उमरको इलाहाबाद)

**Employees on Sick List**

<b>SNo.</b>	<b>Name, Designation etc.</b>	<b>Placed on S/L</b>	<b>Next visit due on</b>	<b>Remarks</b>