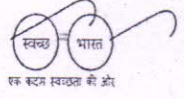




भारत सरकार Government of India

रेल मंत्रालय Ministry of Railways

रेलवे बोर्ड (Railway Board)



No. 2015/H/Hospital Management

New Delhi, dated: 7 .01.2016

Chief Medical Directors/FA&CAOs

All Indian Railways.

Sub: Procedure for remittance of cash collected from patients to Railway Earnings.

The following procedure may be followed on the Railways for collection of cash from the patient/parties, accountal thereof, crediting the same to Railway Earnings and proper inspection / audit thereof :

1. During office hours, the hospital charges should be deposited at Railway stations located near the hospital against money receipt / computerized receipt.
2. However, during odd hours the hospital charges may be collected at hospital itself against issue of numbered money receipt.
3. The amount so collected in hospital in odd hours and money receipt number issued should be recorded in a manuscript/computerized register, at the hospital and deposited in station earnings next morning alongwith a statement as per proforma enclosed (Annexure1) and money receipt of the amount deposited obtained.
4. The money receipt so obtained shall be pasted in the register itself in original and made available for inspections on demand.
5. A procedure order may be issued by CMD and FA&CAO in this regard and compliance may be watched by CMD/nominated officials and test checked during inspections by officials from Medical and Accounts Departments.

Amitava
07/01/16

(Dr. Amitava Dutta)
Executive Director Health/General
Railway Board

Amitesh
7/1/16

(Amitesh Kumar Sinha)
Director Finance (CCA)
Railway Board