

SOUTH EASTERN RAILWAY

FORM NO:4

APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE TOWARDS DEVELOPING OCCUPATIONAL SKILLS OF PHYSICALLY/MENTALLY CHALLENGED RAILWAY EMPLOYEES AND THEIR WARDS INCLUDING PURCHASE OF WHEEL CHAIRS, OTHER AIDS, SPECIAL SOFTWARE ETC FROM STAFF BENEFIT FUND FOR THE YEAR 2025-26.

(All applications should come in a bunch duly forwarded by the Deptt. Officer)

(INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED)

1	Name of the applicant in full (in block letters).		
2	Designation/Office/Deptt./Sec/Stn.		
3	(i) Contact No. (Rly. Ph./ P&T/ Mobile) (Mandatory)		
	(vi) Email ID		
4	(i) P.F. A/c./Employee No. (ii) Bill Unit No.	(i)	(ii)
5	Pay and Level as per 7 th PC as on 01.07.2025	(a) Pay	(b) Level
6	Bill complying Officer of the applicant		
7	Name of the patient & relationship with the employee		
8	Amount (Numerical & in Words) applied for		
	a) In case of purchase of medicine, xerox copy of the prescription alongwith original vouchers may be enclosed		
	b) In case of purchase of accessories, it will be procured with the approval of the competent authority through GeM.		
9	All applications should be examined and recommended by the Divisional Medical Authority with justification for the specific requirement of the assistance, as applied for.		

I hereby declare that the statement given above is correct and I shall be liable to disciplinary action if any of them is found incorrect afterwards.

Encl:

Date : _____

Signature of the applicant: _____

Designation: _____

Deptt./Section/Station: _____

NO. _____

Date: _____

Forwarded to the Secretary, Staff Benefit Fund Committee, SERly./GRC/Kol-43 with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for the aids is in order.

Date : _____

Signature of the forwarding officer
with office stamp

N.B

(i) The above specimen form may be downloaded from the web page: 10.41.2.100 (SER-railnet)/www.ser.indianrailways.gov.in.

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 07.11.2025

Signature
07/08/25