

**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 2022-23.**

(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 <sup>th</sup> PC as on 01.07.2022	(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 the period from 30/10/2021 to 28/10/2022.		
	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	(i) Certification of Railway Doctors (Specialist for concerned category of Handicappedness) in regard to non-availability of such treatment/Re-embressment /supply of Medical equipments etc. in Railway Hospital. & (ii) recommendation		

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) Original vouchers for purchase of accessory for the period from 30.10.2021 to 28.10.2022 will be allowed for consideration  
(ii) 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 28.10.2022**