

## Check list for claim of Medical Reimbursement

मेडिकल क्लेम की प्रतिपूर्ती के लिए आवेदन करने के लिए चेकलिस्ट

Sr. No.	Technical documents
1	Reimbursement claim form new
2	Annexure VI completely filled, (Strike out whatever is not applicable.)
3	Whether case referred by Railway authority, if yes attach referral letter.
4	Original Hospital bill duly verified by treating private doctor.
5	Original Medicine bills duly verified by treating private doctor.
6	Original Investigation Bills duly verified by treating private doctor.
7	Original investigation reports.
8	Hospital bill detail break up.
9	Investigation bill detail break up.
10	Lab bill detail break up.
11	Original emergency certificate issued by treating private doctor
12	Original discharge card/summary/death summary
13	Railway Hospital case papers
14	Private Hospital case papers
15	Claimed amount in tabular form.
	<b>Non Technical documents</b>
1	Forwarding letter from concerned department Head/Officer/Supervisor
2	Application from employee/claimant Addressed to CMS/SUR ( in detail)
3	Whether patient is dependent upon the Railway employee, if yes attach necessary documents.
4	Delay condonation by controlling officer if claim submitted after 6 months of treatment.

5	Medical identity card /RELHS Card (attested photo copy)
6	NEFT / RTGS form with signature and stamp of bank.
7	Pay slip /PPO book (attested photo copy)
8	Copy of cancelled blank Cheque.
9	PAN card Xerox copy (In case of Retired Employee/Family Pensioner)

**Note: 1] Claim to be submitted in Two sets (One Original File & One Xerox File]**

**2] Numbering to be done from bottom to top.**

**3] Claim to be submitted at Medical Reimbursement Cell (MRC) in DMR's Office, Personnel Branch, Solapur and got it acknowledged.**