# HQSBF

## The guidelines to fill up the application are as follows:

1. Employees has to fill up all the coloums without leaving any.

2. The detailed instructions for applying 'online' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to an 'online form' in which the employee needs to fill up the required particulars.

3. The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled can submit his/her application. Once the application has registered, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.

4. **Education:**
   i. In the print out of diploma application the photograph of the ward should be affixed in the space provided and after affixing the photograph, the employee should get it signed by the controlling officer, in the space provided in the application.

   ii. The completed application along with **Bonafide certificate** of the Educational institution/College/University (Annexure-I), should be scanned and uploaded in the portal preferably as a single PDF document or as multiple PDF files if required by the employee before the closing date. After the last date of submission, the 'online' portal for submission of application will not be available. (File size – upto 2 MB maximum)

   iii. Application for grant of cash award for X or XII, employee should also upload the mark sheet, duly attested by the Gazetted officer.

   iv. For meritorious award under Sports or cultural, relevant certificates duly attested by the Gazetted officer should also be uploaded.

5. **Relief of Distress/Sickness:**
   • Railway employees & their family members/dependents whose names are recorded in the family composition for the purpose of availing Pass/PTO ( max 2 members) are eligible in claiming amount upto **Rs.50,000/-** only, if entertained by HQSBF.

   • **All the original enclosures are to be appended to the application for verification of controlling officer. After verifying and checking the original bills and particulars furnished, controlling officer should certify. Without which application will be treated as incomplete and rejected.**

- Controlling officer must ensure that all the Hospital documents viz, Original Admission & Discharge Summary, Copy of the Report, Diagnosis of Specialists/Doctors etc, Original cash receipts issued by the hospital along with summary of receipts indicating the consolidated amount of claim are enclosed before certifying the claim.

**(Photostat copy/Colour Xerox of bills should not be entertained).**
- The completed application duly forwarded by the controlling officer of the department and counter signed by the Personnel officer should be scanned and uploaded in the portal in PDF format.

- Regarding sickness, only those cases where no Railway treatment could be resorted to due to emergency will be entertained.

- Claims in respect of expenses made for treatment under Indigenous system of medicine like **Homeopathy, Ayurveda** etc **will not be entertained**.

- Claims in respect of treatment for minor ailments will not be entertained.

- **Only claims where no financial assistance was resorted to either from Railways or any other sources viz, Insurance, Med- claim etc.will be entertained.**

**(The bills should be verified & endorsed by the respective supervisors of the section before forwarding the same to the controlling officer)**

6. Application for purchase of spectacles along with original bill and prescription should be scanned and uploaded in the portal as single PDF file by the employee

7. Application for Leave on Half Pay/Loss of Pay on Medical Grounds application along with salary slips (claiming period) should be scanned and uploaded in the portal as single PDF file by the employee.

8. The employee has to upload the scanned PDF file using 'Upload the application' available in the portal by providing the application number & date of birth or IPAS No. & Date of birth of the employee.

9. Once uploaded, the employee cannot modify or upload further documents. Hence, extra care may be taken while filling and submitting the application.

10. Employee can check the status of the application in regular intervals in the portal.

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