

JOINT PROCEDURE FOR ISSUING MEDICAL TREATMENT -CUM- IDENTITY BOOKS

It has been decided to issue combined Medical treatment -cum- Identity books separately to employees and their dependants. This will help Railway employees and their dependants to independently access medical authorities to seek treatment and also help medical authorities to properly identify the beneficiaries of medical treatment.

2. Presently, these medical treatment books are being printed and issued by CMD/ respective CMSs and distributed through different controlling/working units where employees work and are registered for issue of Pass/PTO on the basis of their family declarations.

3. Different activities related with issue of combined books are described hereunder for necessary action :-


- (i) (a) CMD will arrange for designing of the Medical Treatment- cum-Identity Books and their printing with Sl.No. in adequate number for issuance to each employee and their family members separately in all the Divisions, Extra Divisional Units and HQ.
- (b) As per the position furnished by CPO, the total staff strength of ECR including RPF, Construction, Accounts and Gazetted Cadre is 80810. About 13000 new intake are likely to come in ECR manpower through RRC panel of 3rd notification, RRC panel of 4th notification, Ex-servicemen and panels of different safety and non-safety categories to be received from RRBs - Patna, MFP and Ranchi. Some provisions have to be made for issue of duplicate books in case of reported loss and changes in the profile of railway employees. Therefore 16% extra books may be got printed. Divisionwise/Extra divisional unitwise existing strength of staff & officers is as under :-

Division/Unit	Non-gazetted Staff	Gazetted Officer	Total
DHN	20911	114	21025
MGS	14697	98	14795
DNR	13447	89	13536
SEE	11101	68	11169
SPJ	10691	69	10760
HQ	1685	250	1935
Const.	1607	123	1730
RPF	2910	17	2927
Accounts	1008	69	1077
PD/MGS	1038	8	1046
WS/SPJ	802	8	810
Total	79897	913	80810

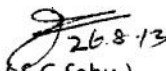
- (ii) CMD will go for procurement printing of Books through Stores by giving division wise requirement. Stores will arrange printing as per given format and serial No. printed booklets will be sent to the Divisions (CMSs) directly by Stores/Agency under advice to CMD. CMSs will direct different Controlling Officers and Staff (from where officials are getting their Passes/PTOs) to collect the Books for filling up essential data of the employee, signature of the employee/dependant and affixing of photographs. Photographs of employee and dependant will be signed with official seal in such a manner that half of seal and signature is on the photograph. Arrangement of passport size B/W or Colour photographs will be made by staff & officers themselves. Where employees or his/her dependants are illiterate they will put their thumb impression instead of signature. Date of Birth of employee & of dependents should be mentioned both in Words and Figures to ward off any attempt of tampering.

- (iii) Books will be got printed in two colours- Pink for employees and light-blue for dependants.
- (iv) For dependants up to 5 years of age separate individual books will not be issued. Such dependant's names only will be written in the Books issued for Mother.
- (v) Respective Controlling Officers who have arranged collection of Books and filling of the essential data in the Books will send the Books to CMS through responsible staff to the office of CMS for proper Registration and Issuance under seal and signature of authorised medical authority. They will also recollect such Medical Treatment-cum-Identity Books issued by medical authority for distribution among the employees under their clear signature and acknowledgement. Time schedule of registration of abovesaid Books for different deptt./units will be made and circulated by CMSs to avoid crowding and pressure.
- (vi) **Maintenance of Records**
The office of the CMS and respective Controlling Officers will maintain detailed records of Medical Treatment-cum-Identity Books issued to officials including Sr.No., Registration No., Name of Employee/Dependant, Designation, Working Place etc. Such records should be maintained departmentwise and within department unitwise separately to facilitate the easy reference later on.
- (vii) In order to check whether the status of dependency of son and daughter continues or has ceased, following should be insisted upon:-
- (a) Employee should give an undertaking that as soon as his/her daughter gets married it will be his responsibility to inform his Controlling Officer and surrender the Medical Treatment-cum-Identity Book of his/her daughter.
- (b) It will be the responsibility of the railway employee concerned to intimate his Controlling Officer whether his/her son has crossed 21 years of age or has undertaken some employment or ceased to be a student and thus ceased to be dependant as per the pass rules and surrender the Medical Treatment Books of his/her son to the Controlling Officer.
- (c) The concerned Controlling Officer will cancel the surrendered Medical Treatment-cum-Identity Books and make necessary endorsement in his record and send such books to the medical authority which issued the Medical Treatment-cum-Identity Book. On receipt of such surrendered books, the office of CMS/MD will update their records. Employees shall be responsible for adhering to above so that those who cease to be dependant as per pass rules do not by any chance continue to avail medical facilities. In case of failure to ensure this, concerned employees will be held responsible for violation of conduct Rules with attendant consequences.
- (viii) In case of transfer of staff from one division to another the Controlling Officer will make necessary endorsement in the Medical Treatment-cum-Identity Book about his transfer citing the relevant Office Order. The employees concerned will approach the CMS of the new division with the forwarding letter of his new Controlling Officer to make an endorsement under seal and signature regarding validation of the existing Medical Treatment-cum-Identity Book. The Controlling Officer of the previous division will have the responsibility to advise the CMS of the previous division in this regard.

This issue with the approval of AGM.


(J.S.P. Singh) 26/8/13
CPO

No.ECR/HRD/Medical Card/IR&W


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CMD

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