

Kendriya Vidyalaya Sangathan

CHECK LIST FOR SANCTION OF MEDICAL ADVANCE TO KVS EMPLOYEES
(TO BE COMPLETED BY KENDRIYA VIDYALAYA)

1. Name and designation for Employee
2. Basic pay
3. Whether married or unmarried
4. If married the office and place
Where spouse is employed
5. If Spouse employed, whether he/she
is in receipt of any medical facility/medical
allowance in lieu thereof from his/her
department. If so, details thereof
6. If Spouse retired from Govt./semi-Govt
Service, whether he/she is in receipt of any
medical facility in lieu thereof from his/her
pension paying Department. If so, details thereof
7. Actual residential address of the employee
(State the Name of District)
8. Name of the patient and his/her relationship
to the Govt. Servant (in case of Children state
age) whether married or not, & whether
employed or not)
9. If the patient is dependent upon the Govt.
servant, State the monthly income, as per
declaration submitted by the Govt. servant
10. If the patient is dependant upon the Govt.
Servant State whether he/she is normally residin
with Govt. servant or not as per Vidyalaya record
11. Place at which the patient fell ill
12. Name of the Hospital in which treatment is
to be obtained for which advance is sought