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