

GUIDELINES/DOCUMENTS REQUIRES FOR MEDICAL RE-IMBURSEMENT BILLS.

1. Admit and discharge slip of the patient.
2. Doctor's prescriptions for medicines.
3. Cash memo's and prescribed formats-duly countersigned by the authorized Doctor's/Authority.
4. Medical Board Recommendations and Govt's approval letter- in case of outside State treatment.
5. Certificate (to be given on the body of the bill) for non-drawal of Medical Advance. In case of advance taken, T.V. No. and date and amount are to be indicated .
6. Affidavit- in case of second person (Dependence).
7. in case of continuous treatment- please refer to the instruction given under Finance Deptt.O.M.No.FIN/ESTT 12/2005 (pt) A of 17th Oct'2006.
8. All bills of claims above Rs.5000/-Rupees(Five thousand)only to be certified by the Director of Medical Services(refer item 1 of O.M.NO.FIN/ESTT-6/95 of 26-05-1995. .

All medical bills are to be scrutinised in the Treasury, keeping in view of the above instructions.

(K.TIAYANGER TZUDIR)
Senior Treasury Officer,
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