

IAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD
OFFICE OF REGISTRAR

F.No: IIIT-A/RO/2023/112

Dated: 12.04.23

CIRCULAR

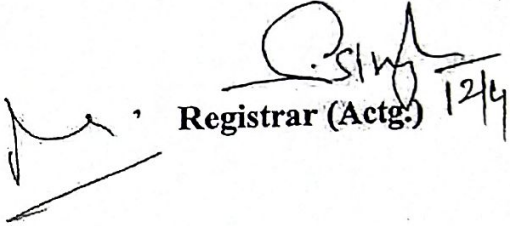
Subject:- Medical reimbursement claim bills – Regarding

During scrutiny of medical reimbursement claim bills, it has been observed that in a few cases the cash memos / bills are not in proper format, which resulted in delay in processing of medical claim and unnecessary correspondence between the Finance & Accounts Section / Internal Audit Section and the concerned employee.

In order to avert this situation and to process the medical bills timely and smoothly, it is hereby requested to all concerned to strictly adhere to the following guidelines before preferring medical reimbursement claim bills to the Finance & Accounts Section subject to further amendments from time to time.

- 1) All the cash memos (**in original**) should be submitted to this Institute indicating details namely **Sl. No. of the cash memo, date, name of the patient, name of the treating Doctor, complete name of medicines, its Batch No. and Expiry, Quantities of medicines purchased, name, address, GST and Drug license number of the concerned medical shop. The employees are requested to ensure that the medicines are purchased from the shop having valid GST and Drug license number.**
- 2) The time-limit of **six months from the last date of treatment** for presentation of medical claims should strictly be adhered to.
- 3) Necessary medicines may be drawn only on the medical prescription prescribed by the treating Doctor of this Institute / Empanelled Hospitals / Approved Specialists etc. indicating the time period for which the medicines are prescribed. In case of prolonged treatment, the prescription of the Doctor should be revalidated, once the earlier prescribed time period expires.

- 4) All medical claims should be supported by medical prescription slip with the cash memos duly countersigned by the treating Doctor if the consultation has been taken from the Doctor at Institute's Health Centre. This is not required in case the OPD consultation has been taken from the empanelled Doctor outside the Health Centre, in that case, only copy of prescription is required to be attached along with the original cash memos duly self certified by the employee taking treatment for himself / herself or his / her dependent family members.


Registrar (Actg.) 12/4

Copy to:-

- Hon'ble Director – **for kind information pl.**
- OSD – **for kind information pl.**
- All Doctors of the Health Centre – **for kind information and n/a pl.**
- All Faculty Members / Officers / Staff Members – **for kind information, guidance & compliance pl.**