



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

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## Office of the Dy. Registrar (Finance & Accounts)

Ref. No: IIIT-A/DR(F&A)/Medical/2019/758

Dated: 09/08/19

### CIRCULAR

#### **Subject:- Medical reimbursement claim bills – Regarding**

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

In order to avoid this situation and to process the medical bills timely and smoothly, it is hereby requested to all concerned to adhere to the following guidelines before preferring medical reimbursement claim bills to the Accounts Section.

- 1) All the cash memos should be submitted in original indicating details namely Sl. No. of the cash memo, its date, name of the patient, name of the treating doctor, complete name of medicines, its Batch No., Quantities of medicines purchased, Expiry date, name, address, GST of the shopkeeper etc.
- 2) The time-limit of six months for the presentation of medical claims should strictly be adhered to.

This issues with approval of the Competent Authority.

  
Dy. Registrar (F&A)

#### **Copy to:-**

- Director
- Registrar (Acting)
- CMO, Health Centre