

OFFICE ORDER

The University is observing Central Services (Medical Attendance) Rules and accordingly extending medical facilities to its employee. While going through the medical re-imbusement bills it is observed that **there is a huge expenses on Medical reimbursement bills.**

It is decided that among these medical bills some may be picked up randomly and forwarded to CMO for its verification/authentication. In view of this you are hereby advised to strictly abide by the following guidelines in this regard:

1. Instruction in Appendix – XI, under title “Instructions for Doctors” in Medical Attendance Rule should be strictly observed.
2. Maintain record of OPD patient for cross reference as and when required without fail.
3. Records of issue of Essential Certificate – “A” (OPD).
4. Before verifying the Essential certificate – “A”, mention about nature and duration of disease in proper column invariably in all certificates issued by you.
5. While verification of medicines, list of medicines (admissible and Inadmissible) may be referred as provided in aforesaid Rules.
6. The family members as intimated by the University officials should be given medical relief on their physical presence only.
7. Medicines written by specialists should not be prescribed.
8. For specialized treatment/emergency the patient be referred to Govt./CGHS Hospital etc. as per rules.
9. Time & punctuality should be adhered strictly.

The above instructions/ should be strictly observed for proper extension of medical benefits to University fraternity and utilization of fund.

To,

Medical Consultant (Male & Female)
On contract to the University

Registrar

Copy to: -

1. All concerned officers.
2. PS to VC
3. PS to Registrar
4. PS to Finance Officer
5. PS to COE.
6. Notice Board/Website of the University.
7. Guard File.

Assistant Registrar (Estt.)