## HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR (A CENTRAL UNIVERSITY)

## ESSENTIALITY CERTIFICATES CERTIFICATE 'A'

(To be completed in the case of patients who are NOT ADMITTED to hospital for treatment)

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U.B.: Certificates not applicable should be struck off Certificate(s) is compulsory and must be filled in by the Medical Officer in all cases.

Note: 1. The above certificate may be deemed to be regular receipt for the payments received by the Medical Officer, who will be required to affix a revenue stamp on the Essentiality Certificate itself when the payment exceeds Rs. 5000-00.

2. The cash memos for purchase of medicines must be countersigned by the doctor prescribing the medicines.

## HNB GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY) SRINAGAR GARHWAL

Form for Reimbursement of Medical Attendance and Treatment Health (or) Medical Identity Card No. : Name of the Employee :-Ecode No :-Bank Account No. Designation :-School / Dept. / Section :-PAN No. :-Grade Pay :-Deposited date of Bill :-Particulars of the Patients Relationship to S.N. Name of the Patient Date of Birth Name Of the Hospital the Employee 3 Detail of Advance Cheque No. Date Amount :-Amount admitted Detail of Expenditure on treatment Number of Bill S.N. Amount 1 Consultation Fee 2 3 Pathological Examination/Test 4 Rediological Examination/Test 5 Special Test Surgical Process Other Expenses Total Note: -1. If the treatment was received by the University employee at his residence under Rule 7 of the C.S.(MA) rules, 1944, give particulars of such treatment and attach a certificate from the authorised medical attendant as required under these rules. 2.- If the treatment was received at a hospital other then a Govt. hospital/necessary details and the certificate of the authorised medical attendant that the requisite treatment was not available in any nearest Govt. hospital should be furnished.
3.- Applications for reimbursement submitted after three months of treatment will be out rightly rejected. No communication in this regard will be made with applicant. Declaration to be signed by the University Employee I hereby declare that the statements in the application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me. I or my dependent have not claimed any reimbursement for the above treatment from any other sources. The monthly income of the dependents does not exceed 3500+DA Signature Name of the Employee Designation CERTIFICATE TO BE GIVEN BY ADMINISTRATION Asstt. OS/SO DR(Adm) (FOR FINANCE & ACCOUNTS USE ONLY) Total Amount admitted Less Advance Amount Net Payment Passed for Rs

FO

Registrar

AO/DR

Asstt.

Acctt.