MEMORANDUM

It is often observed that the Medical reimbursement bills of the Staff/Officers are not being prefering to this Department/Office as per specific rules, which invites unnecessary correspondences and creats problem towards sanction of medical reimbursernt bills.

It is henceforth enjoined upon to all concern to forward the M.R.bills as per rules, with the format given below in time i.e. within 3(three) months from the date of last essentiality Certificate issued by the Authorized Medical Attendant/Medical Officer.

FORMAT

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; designation of the incumbent concerned.</th>
<th>Period of treatment and Amount.</th>
<th>Date of submission of bills.</th>
<th>Remarks, If any.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(S K NANDI)
DEPUTY SECRETARY, PWD.

To

1. All Superintending Engineers, PWD(R&B)
3. All Executive Engineer, PWD(R&B)
4. The Estate Officer, PWD/
5. The Electrical Inspector, PWD.