

No. EDN-U (A-1)MR/TE/2009- 1270

Office of the

Deputy Director Higher Education Una District Una H.P.

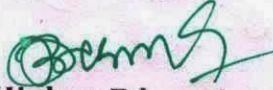
Dated: Una-174303 the

3 July, 2017

Office Order


During inspection of schools and from the perusal of bills received in office for countersignature it has come to notice that some employees are claiming open Medical reimbursement claim for OPD treatment regularly involving huge amount. It is the duty of DDOs to ensure proper check over the reimbursement process. Therefore all the DDOs are ordered to strictly follow the following instructions before submitting claims to the Treasury:

1. Maintain MR check Register properly financial year wise showing period of illness, name of patient Cash memo No. date and Amount and sort out employees whose annual OPD claim exceeds Rs. 5000/- in the financial year, they should be directed to submit cartons, wrappers or bottles before the DDO at the time of presenting MR.Bills. The cartons/wrappers/bottles be kept for record for further verification by inspecting authority i.e. Dy. Dir. Higher Education/ Dy. Dir.(Inspection).
2. DDOs shall also kept cartons/wrappers in r/o their own Medical reimbursement claims, in their institution and will certify on the office copy of claim before submitting it for countersignature to the undersigned.
3. DDO shall compare the rate/Batch No. of medicines indicated on wrappers with cash memos and will record a certificate to this effect on office copy of the HPTR-6.
4. DDO shall dispose off the cartons/wrappers/bottles after the close of the financial year with prior permission of the Dy. Director Higher Education.
5. Employees claiming IPD(Indoor) treatment claim or less than one thousand rupees claim at a time and less than five thousand in financial year need not to submit cartons/wrappers/bottles.


**Dy.Dir.Higher Education
Una District Una H.P.**

Copy forwarded to:

1. All DDOs working under Dy. Director Higher Education Una for information and strict compliance.
2. Deputy Director(inspection) for information please.


**Dy.Dir.Higher Education
Una District Una H.P.**