



राष्ट्रीय सहकारी विकास निगम
National Cooperative Development Corporation
(Finance Division – Medical Cell)

No.NCDC:22-5/81-Med.

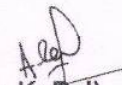
Dated: 30.4.2010

CIRCULAR

Sub: General Instructions for filling the medical claims – Submission of cash receipt in the proper printed form - Regarding.

While scrutinizing the medical claims, we have come across in many cases that charges for pathology/laboratory investigations, radiological diagnostics, dental, homeopathic and ayurvedic treatment are claimed through the receipt prepared on letter head pad by doctor/ laboratory. It has been reiterated time to time to submit the cash receipt in the proper printed form and duly number embossed on it. However, this instruction is not being adhered to in many cases. As per clause 9.1 of NCDC Medical Attendance Scheme, it is mandatory for reimbursement of medical claim to prefer cash memoranda/receipt for fee paid to pathological, bacteriological and radiological examination and treatment.

2. It has been decided, henceforth, in case the medical claim is preferred without cash receipt in the proper printed form and duly number embossed on it, the amount will not be considered for reimbursement and the claim will be settled accordingly.


(A. K. Pal)
Director (Finance)

1. All employees at Head Office.
2. All employees of Regional Directorates and TOPIC Centre.
3. Assistant Director, MD Secretariat/SPA to DMD.
4. SPS to Executive Directors/Financial Adviser.
5. All retired employees of NCDC.
6. Notice Board.