



ASSAM UNIVERSITY
SILCHAR-788 011
CIRCULAR

Considering the abnormal delay in reimbursement of medical claims of the employees of Assam University, Silchar, the competent authority is pleased to introduce a Single Window Medical Reimbursement System at Assam University, Silchar. The Medical Cell in Room No. 116 will be operated with Mr. Narayan Chakraborty, LDC and Mrs. Ashima Choudhury, LDC. Dr. Manjari Verma and Mr. Rinku Kurmi working in Assam University Health Centre will work in the Medical Cell in the Afternoon and the Forenoon respectively on all working days for a temporary period of two months or till clearing of all pending medical bills/claims.

All medical bills should be submitted at the Medical Cell by the employees directly and the same should be entered in the Medical Bill Diary Register with a specific Diary Number. Two Senior Medical Officers of the Assam University Health Centre will visit the Medical Cell in alternative days for atleast two hours in a day for verification of the medical bills/claims.

The list of dependant of all employees will be provided by the Establishment Branch duly countersigned by the competent authority to the Sr. Medical Officer and the same will be directly verified at the Medical Cell only and therefore, there will be no need for sending the file to Establishment Branch for dependency verification.

All the medical claims of the employees should be clear from the Medical Cell/SMOs positively within 10 (ten) days time. Any deviation of the same should be justified in the file by the SMOs.

These orders will come into force with immediate effect.


31.07.17

REGISTRAR


Date: 31.07.2017

No:- 113/4/94-Pers/ 9991-1066

Copy to:

1. P.S. to VC for kind information of Hon'ble Vice-Chancellor.
2. All Statutory Officers for information and for circulation among the employees.
3. All Deans of Schools for information.
4. All HoDs for information for information and for circulation among the employees..
5. All Directors of the Centres for information.
6. Sr. Medical Officers for information and necessary action.
7. Director, Computer Centre for information with a request to upload the same in Assam University Website for information of all concerned.
8. Dr. Manjari Verma/ Mr. Narayan Chakraborty, LDC/ Mrs. Ashima Choudhury, LDC/ Mr. Rinku Kurmi for information and necessary action.
9. Notice Board.


31.07.17
REGISTRAR

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1.8.17