



No.F.87/HC/Admn./2022/२५५.

Dated the 14th January'2022.

NOTIFICATION

In continuation with the earlier notification No. F./87/HC/Admn./2021/192 dated the 1st October'2021, and as per the fresh discussion with the Vice-Chancellor on the 13-01-2022 at around 2:45 p.m. , the Vice-Chancellor has further instructed the undersigned to issue the following notification regarding the process of procuring claims of reimbursement in a streamlined manner.

(1). That for the matter of medical claims by all University employees (both Teaching and Non-Teaching) that for any emergency admission into Hospitals/Nursing Home/Medical College which provides specialist care, while on duty/official tour/on vacation/earned leave/ L.T.C. etc. , the incumbent/patient/employees may make it convenient to follow the following:

(i). Inform the C.M.O. Incharge, Health Centre immediately or within 3 days in her **Mobile No.9402304272.**

(ii) Each bill/cash memos to be certified as "Paid by me" and duly signed by the Employee.

(2). This is being done to facilitate the smooth process of reimbursement for Emergency treatment claims and ensure early settlement.

Dr. M. Marwein,
Chief Medical Officer & Incharge,
Health Centre,NEHU, Shillong.