

NEW DELHI MUNICIPAL COUNCIL

ACCOUNTS DEPARTMENT

FORM FOR REIMBURSEMENT OF MEDICINE PURCHASE AS PRESCRIBED BY NDMC'S EMPANELED PRIVATE HOSPITALS

1. Name of Employee/Pensioner _____
2. (a) Designation _____ (b) Emp. Code/PPO. No. _____
3. Medical Card No. _____ Validity of Medical From _____ to _____
4. Official/Residential Address _____
5. Phone/Mobile No. _____
6. Name of Patient _____
7. Relationship with Employee/Pensioner _____
8. Sr. No. and date of O.P.D. Slip/Prescription _____
9. Name of Hospital prescribing the Medicine _____
10. Previous Reimbursement Received, if any _____ Yes/No _____
11. If Yes the Details of Voucher Nos. _____ Date _____

DETAILS OF MEDICINES PURCHASED/DETAILS OF TESTS:

Sr. No.	Bill/Cash memo No.	Date	Cost of Medicines	Passed for payment
1.			Rs.	Rs.
2.			Rs.	Rs.
3.			Rs.	Rs.
4.			Rs.	Rs.
5.			Rs.	Rs.
6.			Rs.	Rs.
7.			Rs.	Rs.
8.			Rs.	Rs.
9.			Rs.	Rs.
10.			Rs.	Rs.

(Use extra sheet if required) _____

Total Amount Rs. _____ Total Amount Rs. _____

DECLARATION

Certified that submitted for reimbursement are genuine and medicines were used on the treatment. I am responsible for any incorrect information furnished in the form. Drugs/Injection Administered/ Advised were not/were for immunizing or prophylactic purposes.

Signature of the applicant _____

N.B. INSTRUCTIONS :

- (a) Strike out which ever in not applicable (b) Document to be submitted.
- (i) Photocopy of prescription .
- (ii) Cash Receipt in original of medicines purchased.
- (iii) Photocopy of medical card.
- (iv) Son is eligible till he starts earning or attain the age of 25 or gets married, whichever is earlier.
- (v) Daughter is eligible till she starts earning or gets married, whichever is earlier.
- (vi) Always keep duplicate copy of bill submitted by the employee/pensioner.

(For Office Use only)

Recommended for payment of Rs. _____ (Rs. _____) as the Reimbursement of cost of Medicines/Test (got done from other than the Hospital Laboratory) as prescribed by the Hospital.

Billing Clerk

H.A.(A/cs)

AA.O(A/cs)

Accounts Officer (CBS & Accounts)