

Date : 29/08/2017

Sub : **Reimbursement of medical expenses in respect of purchase of medicines from Unregistered Vendors.**

This is with reference to Unit Head – Paradeep Circular No. PDP/SGM/EDO/2017 dated 26th August 2017 regarding reimbursement of medical expenses to the employees in respect of purchase of medicines from medical stores without GST up to 15/09/2017.

Since the details in respect of such medical bills against which medicines have been purchased by the employees from Unregistered Vendors after 1st July 2017 till 15th September 2017 are required to be maintained in F&A Department for providing to Head Office, the employees are required to follow the procedure in submission of medical bills as mentioned below:

1. The medical bills in respect of purchase of medicines during the period from April 17 to June 17 be claimed separately because there was no GST applicable during this period.
2. The medical bills in respect of purchase of medicines during the period from 1st July 2017 to 15th September 2017 from the unregistered vendors be submitted by the employee by 30th September 2017 to Hospital for settlement of bills. After 15th September 2017, all the employees shall have to purchase medicines for claiming reimbursement only from medical stores those are registered under GST.
3. In case of submission of claims for reimbursement of medical expenses in respect of purchase of medicines from both Registered and Unregistered vendors during the period from 1st July 2017 to 15th September 2017, the employees along with original bills submitted to IFFCO Hospital for reimbursement should submit a statement of bills with bifurcation of the medical bills of registered/ unregistered vendors in the following format:

Name of the Chemist	Bill No.	Amount (Rs.)	Whether purchase of medicine from	
			Registered vendor	Unregistered vendor


 Suresh Goyal
 JGM (F&A)