



# OIL AND NATURAL GAS CORPORATION LTD

Form No. MED-BIL-01

## MEDICAL REIMBURSEMENT BILL

CPF No: \_\_\_\_\_ Name: \_\_\_\_\_ Section/Site: \_\_\_\_\_ Org. Unit: \_\_\_\_\_

Bill Code: \_\_\_\_\_ Location: \_\_\_\_\_

Designation: \_\_\_\_\_ Date of joining ONGC: \_\_\_\_\_ Date of Retirement \_\_\_\_\_ Bank A/C No.: \_\_\_\_\_  
(for regular employee) (for retired employee)

Basic Pay \_\_\_\_\_ SP Rs. \_\_\_\_\_ PP Rs. \_\_\_\_\_ DA Rs. \_\_\_\_\_ Bank Name: \_\_\_\_\_

SINo	Name of the patient	Age	Relation -ship	Nature of illness	Name of Doctor / Specialist	Indoor / Outdoor (struck off whichever is not applicable) Particulars of Cash Memo / Receipt No. Date	Amount claimed	For Office Use only	
								Passed for	Deduction particulars
Amount Claimed (in words)							Total		

Certified that – (a) the claim is as per actual expenditure incurred. (b) the person for whom expenses have been incurred is dependent on me.

Date: \_\_\_\_\_ Signature of employee \_\_\_\_\_ Passed for payment of \_\_\_\_\_

Sanctioned subject to admissibility, verification by M.O. or Claim verified and recommended for payment of Rs. \_\_\_\_\_  
 Medical section (if claim amount > Rs.2500/-) and pre-audit.



Name of patient	Details of enclosed Cash Memos / Receipts		Sub-Total for each Individual (Rs.)
	Cash Memo/Receipt No.	Date	
Total			

### INSTRUCTIONS

- Each claim shall be supported by prescription, original cash memo, bill, n. countersigned by the concerned employee.
- Particulars of expenses on hospitalisation may separately along with relevant documents like certificate, receipts, cash memo, bill etc.
- This form can be used for whole family and also for Inpatient and Outpatient Bills.
- Medical reimbursement claim of each employee is restricted to once in a quarter. The employee may submit claim on completion of each quarter (ending June, September, December, March) preferably before 15th of the following month.
- However, to reduce hardship of employees whose medical expenses exceed Rs.5000/- may submit their claim at any time during the quarter. Further claim generated during the same quarter may be submitted after completion of that quarter.
- Outdoor medical claim upto Rs. 2500/- per quarter/employee will be passed directly by the Finance without routing through Medical Section. Claim exceed Rs.2,500/- per quarter / employee will be verified by /Medical Section before passing by Finance.