



**BOSE INSTITUTE
KOLKATA**

R/ 2469 /2021

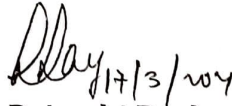
Date: 17 March 2021

ORDER

In partial modification of this office Order No: R/1142/2020 dated 23.11.2020, the Director, BI has kindly accorded his approval w.r.t the processing of hand written bill(s) as follows;

1. Hand written bill(s) submitted before the issuance of this office order no. R/1142/2020 dated 23.11.2020 will be released subject to submission of a self-declaration by the claimant to the extent that "the amount stated in the bill(s) has been paid by the claimant".
2. The employees/pensioners, who need medicine(s) on regular basis, will need to procure medicine(s) from the empanelled pharmacies of the Institute. In case medicine(s) is/are not available with the empanelled pharmacies, the same may be procured from the outside shop (preferably from the shop, which provides computerized bill).
3. In case of emergency or in exceptional case(s) hand written bill(s) may be accepted for procurement of medicines for 5(five) days or one strip/one bottle/one sachet etc. of medicine(s), whichever is maximum, that too upon submission of declaration that there is no such shop within the radius of 5 (five) kms of the residence of the incumbent which provides computerized receipts of the medicines procured.

The Institute reserves the right to recover any such amount which is found to be undue/inadmissible during the process of claim bills or identified at a later stage.


(Prof. Rajarshi Ray)
Registrar (Officiating)

Distribution:

1. The Director, BI for kind information
2. DR, BI
3. AO/A&FO
4. All beneficiaries of CMS, BI (regular employees through mail/pensioner through the link of the webpage as stated in point 5. below)
5. Shri Arjun Das, Sr. Technical Assistant ... to upload the order in BI website under **Medical Order & Circular.**
6. Medical Cell
7. Registrar's Office
8. M. File