



श्री माता वैष्णो देवी विश्वविद्यालय  
**Shri Mata Vaishno Devi University**

Kakryal, Katra – 182 320(J&K)

No. SMVDU/Adm/Estt./14/ **1137-1140**

Dated : **22<sup>nd</sup>** July, 2014

**C I R C U L A R**

It has been observed that the claims for Medical Reimbursement submitted by Faculty & Staff members are often not as per the Medical Reimbursement Rules notified vide no. SMVDU/A&E/07/1700-73 dated 25<sup>th</sup> September, 2007 resulting in difficulty in processing the same.

The Medical Reimbursement Rules of SMVDSB issued vide No. CO/P/M-II/293-330 dated 09-01-2007 and as subsequently amended from time to time are therefore being hereby re-circulated for the information of all Faculty and Staff members. It is requested that medical reimbursement claims may be furnished on the prescribed formats to facilitate efficient processing of the same.

  
**Registrar**  


Encls:

1. *Medical Reimbursement rules for SMVDSB order no. 56/SB of 2007 dated : 09-01-2007 and endorsement no. CO/P/M-II/293-330 dated : 09-01-2007.*
2. *1<sup>st</sup> Amendment : endorsement no. CO/P/M-II/2718-64 dated : 23-02-2008*
3. *2<sup>nd</sup> Amendment : endorsement no. CP/P/M-II/12781-12813 dated : 25-02-2010*
4. *Essentiality Certificate (Hospitalization Case)*
5. *(Medical Attendance-Cum-Allowance) Rules (Application form for claiming of refund of Medical Expenses).*

Copy to:

1. Finance Officer, SMVDU for info.
2. All Deans/Directors/Section Heads for info & circulation among their staff.
3. PS to VC for kind info of Hon'ble Vice Chancellor.
4. I/c Website for up-loading on University's website.
5. Office record / Circular file.

