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**Form – 12-S**

## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Student Medical Claim Form

# For O.P.D. Treatment only

Application for claiming refund of medical expenses incurred in connection with medical attendance and treatment of students of the National Institute of Technology. (N.B. separate form should be used for each patient)

Total no. of sheets including this:=

**I. Status Information for the claimant (in Block Letters)**

|  |  |  |  |
| --- | --- | --- | --- |
| a) | Name | : |  |
| b) | Department | : |  |
| c) | Roll Number | : |  |
| d) | Name of Hostel | : |  |
| e) | Actual residential Address | : |  |

**II. Information regarding the patient:**

|  |  |  |  |
| --- | --- | --- | --- |
| a) | Name of the Patient | : |  |
| b) | Illness | : |  |
| c) | Since when ill & place where ill | : |  |

**III. Amount claimed and details thereof:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a) | Number and dates of consultation and the fee paid for each consultation | |  |  |
| (i) | Date of Consultation | : |  |
| (ii) | Fee paid for each visit | : |  |
| b) | Name & Designation of Medical Officer consulted | | : |  |
| c) | Hospital/ Dispensary attached | | : |  |
| d) | Whether consulted at Hospital/ consulting Room of Doctor/ Residence | | : |  |
| e) | Fee paid for each consultation | | : |  |

IV. Charges for Pathological, Bacteriological, Radiological or other similar tests undertaken, during diagnosis indicating:

|  |  |  |  |
| --- | --- | --- | --- |
| a) | Name of Hospital or Laboratory where tests undertaken | : |  |
| b) | Whether tests undertaken on advice of the authorized Medical Attendant (If so, attach certificate) | : |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| c) | Cost of Medicines purchased from market (List and  cash memos to be attached) as also essentiality certificate countersigned by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | : |  |
| (i) | No. of Cash Memos attached | : |  |
|  | Total amount claimed | | : | ` ……………………………………..…… |
|  | Rupees …………………….……………………………………………………………………………….. only | | | |
|  | Total Number of enclosures | | : |  |

## STUDENT BANK DETAILS

**(Students are instructed to give full Bank details below for direct transfer of applicable reimbursement into their account. Cheques will no longer be issued)**

1. Name as per Bank Passbook: ...........................................................................................................................
2. Account No.: .......................................................................................................................................................
3. Bank Name: ........................................................................................................................................................
4. Branch and address: ...........................................................................................................................................

.............................................................................................................................................................................

1. IFSC Code: ..........................................................................................................................................................

**DECLARATION TO BE SIGNED BY THE STUDENT**

I hereby declare that the statements made in this application are true to the best of my knowledge and belief.

## …………………………………………….

Dated………………… Signature of student

**RECOMMENDATION OF HOSTEL WARDEN**

Certified that Mr./Ms ……………………….………..…………………………… is staying in Room No. ……………… of Hostel ………………………………………………………………….. and the medical reimbursement claim may be processed.

…………………………………………….

Signature and seal of the Warden

**FOR OFFICE USE**

**Countersigned and certified that the claim:**

1. is genuine
2. is covered by the rules and orders on the subject
3. is supported by bills, receipts and other certificates etc.
4. was not drawn before

Bill may be passed for payment as follows:

|  |  |
| --- | --- |
| **Claimed amount (in Rupees)** | **Admissible amount (in Rupees)** |
| Figures: | Figures: |
| Words : | Words : |

|  |  |  |
| --- | --- | --- |
| …………………………….  Dealing Official | …………………………….  Medical Officer | …………………………….  Asst. Registrar (IA) |