

सीएसआईआर-राष्ट्रीय धातुकर्म प्रयोगशाला
जमशेदपुर-831007

No.NML-3(9) /2021-22/Med.Cell/E-III

Date:17/02/2022


OFFICE MEMORANDUM

Sub: Standard Operating Procedure(SOP) for New Arrangement of Disbursement of Medicine to CSIR-NML Employees/Pensioners and Their Dependents Family Members.

In continuation of OM of even No. dtd.17/02/2022, the Director, CSIR-NML has been pleased to accord his approval to follow the below mentioned Standard Operating Procedure (SOP) to run the cashless/credit facility smoothly:

1. Only **admissible medicine** (as per CGHS/CS(MA) guidelines) shall be prescribed by the Medical Officer, CSIR-NML on requisition for supply of medicine.
2. The requisition slip shall be produced in original by the beneficiary/patient to the empanelled medicine/drug shops to get the prescribed admissible medicine/s.
3. The empanelled medicine/drug shops shall keep the original requisition slip prescribed by MO, CSIR-NML and shall provide the requisitioned medicine/drug as per letter of empanelment to the beneficiary/patient.
4. The empanelled medicine/drug shop shall generate invoice/bill and shall take signature for receiving of medicine/drug from beneficiary/patient in original copy and shall keep the same.
5. The empanelled medicine/drug shop shall submit a consolidated statement on monthly basis as per letter of empanelment with signed copy of invoice/bill along with original medicine requisition slip as supporting voucher.
6. Reimbursement of cost of admissible medicine/drug only shall be allowed to Employee/Pensioner or their dependent family members who has been referred for out station treatment. The Employee/Pensioner or their dependent members may procure such medicine/s at the place where treatment is undertaken, if desired. The reimbursement shall be restricted to maximum of 10 days medicine or as prescribed by the doctor, whichever is less. After that the medicine/drug may be obtained as per SOP mentioned above.

Accordingly, all concerned are requested to follow the above mentioned SOP to run the facility smoothly.


(S. Banerjee)
Administrative Officer

Copy to: i) CMO & MO for information and compliance.
ii) All Notice Board.
iii) E-Notice Board.