



**BHARAT SANCHAR NIGAM LIMITED**

[A Government of India Enterprise]  
O/o the Chief General Manager, W. B. T. Circle,  
1, Council House Street, Kolkata – 700001.

No. A&P/TC/BSNLMRS/Corr/Misc/13

Dated at Kolkata the 2nd June, 2017

All Heads of B.As

All Heads of SSAs/Units.

All IFAs of B.As

All IFAs of SSAs/Units.

Sub : Non-settlement of medical bills both for outdoor & indoor

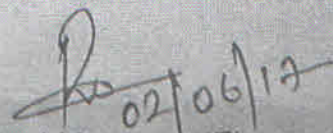
It has been pointed out by service unions in a council meeting held on that a huge number of medical bills both outdoor & indoor are pending for final settlement at the end of SSAs/Units for a long time. Competent authority has taken a serious view of this and instructed to settle all pending medical bills without further delay. If there is any discrepancy/wanting documents, the same should be intimated to the concerned officials/officers in writing within 2(two) days of checking.

Further in future cases, all bills should be checked and settled within reasonable time. If any complaint is received in this regard, responsibility may be fixed against concerned officials/officers.

You are further requested to intimate latest within 10<sup>th</sup> June '17 total number of indoor bills & total number of outdoor bills pending in your unit as on 01.06.17

From June'17 onwards, a monthly report in the enclosed proforma may please be sent within 10<sup>th</sup> of the following month. If there is no pending bill, a NIL report may be sent. Report should be signed by IFA of the SSAs/Units.

Encl. As above.

  
Sr. General Manager (Finance)  
O/o the CGM, WBT Circle,  
Kolkata-700 001.



MONTHLY REPORT ON STATUS OF PENDING MEDICAL BILLS---Retired Employee

Unit/SSA :

Month----- ( to be submitted latest by 10<sup>th</sup> of following month)

Opening Balance as on 01.06.2017		No. recd.during this month		Settled during this month		Returned during this month		Pending/ Closing Balance		Reasons
Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Indoor	Out- door	

Signature of IFA

Unit/SSA :-



MONTHLY REPORT ON STATUS OF PENDING MEDICAL BILLS-----Working Employee

Unit/SSA :

Month------( to be submitted latest by 10<sup>th</sup> of following month)

Opening Balance as on 01.06.2017		No. recd. during this month		Settled during this month		Returned during this month		Pending/ Closing Balance		Reasons
Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Indoor	Out- door	

Signature of IFA

Unit/SSA :-