

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT – HQ)

Subject: Mentioning of details while submitting outbound bills

It has been observed by Finance Department that while submitting the outdoor bills, following information are not being provided by the pensioners/family pensioners in the claim form, which leads to delay in processing/payment of medical bills:

- a) Time period for which such claim is being claimed for;
- b) Name of disease / test is not clearly mentioned

In order to expedite the payment of bills, it is requested to mention the aforesaid details in the Medical claims.

(Gurpreet Singh)

Director (Accounts)

Our Ref: FIN/2:67(Medical bill)

Date : 03 July 2015

Circulated through BIS website and BIS Intranet to:

- **All pensioners/family pensioners of BIS – for information and compliance**