



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

Dr. Satya Prakash Upadhyay
Registrar

F.No.1-156/2019-A&A/ 204..

23.06.2021

Circular No. 12/AA-2021-22

Sub: Signing and Submission of Documents for Medical Reimbursement-reg.

The university has laid down the procedures for availing for medical reimbursement and circulated the form to be filled in this regard. In order to process the reimbursement claims, the duly filled medical reimbursement form, authenticated by signature the University Health Officer, is mandatorily required. In addition to filling up all the details in the form, other documents like prescriptions, references, bills and reports etc. are to be enclosed in original to the form before getting the signature of University Health Officer. However, it has come to the notice of competent authority that the staff of the university doesn't follow the required procedures and gets into unnecessary arguments with the Health Officer. Such uncivility and misbehaviour with the University Health Officer should stop immediately, failing which the university will take strict disciplinary action against the erring staff.

All regular faculty/staff are instructed to adhere to the due procedure and submit form, complete in all respects, for authentication by the University Health Officer.

This is for strict compliance of all regular faculty/staff of CUG.

23.6.2021
Registrar

Copy to:

1. All Teaching and Non-Teaching Staff
2. Deputy Registrar (Academic)
3. Assistant Registrar (Academic)
4. ICT Dept. - with a request to post this circular on University website.
5. VC Secretariat
6. Circular File
7. Guard File

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