



भा.कृ.अ.प. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान  
ICAR - INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE

निकट पहुज बाँध, ग्वालियर रोड, झाँसी (उ.प्र.) – 284003 भारत

Near Pahuj Dam, Gwalior Road, JHANSI – 284 003 (U.P.) INDIA

Phone : 0510-2730666 Fax : 0510-2730833 email : [director.igfri@gmail.com](mailto:director.igfri@gmail.com)



F.No. Payment of Pending of Medical/CAO(SG)/2023

Dated: 19.04.2023

(Computer No. E 251632)

Office Order

The Director, IGFRI-Jhansi, has been pleased to constitute a committee of the following officers/officials for settlement of long pending medical reimbursement bills and settlement of advances paid to serving officer/officials for medical treatment.

1. Sh. Sanjay Kumar Rajak, AAO – Assigned the responsibility of DDO(MR)
2. Smt. Anita Srivastava, TO
3. Smt. Priyanka Prajapati, LDC
4. ~~Smt.~~ Bharat Singh, LDC

Sh.

The above staff in the Training Board Room 1<sup>st</sup> Floor Administrative Block will scrutinize and chronologically arrange the bills as per date of start of treatment along with the amount of each bill. All the bills and records would be tabulated in the following prescribe proforma.

S.No.	Date of Receied & Diary No.	Amount of Bills	Action Taken	Remarks
A	B	C	D	E

In case the AAO of committee and Audit does not found suitable the proposal to be reimbursed, the respective bills would be returned to the concerned officers/officials in original after due approval of Competent Authority. The computer alongwith all the peripherals and Internet facility will be provided in the same board room.

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The Committee will work in the following order -

- a. Examination of Bills by D.A.
- b. Examination of Bills by T.O.
- c. Examination of Bills by D.A. of Audit
- d. Examination of Bills by AAO
- e. Examination of Bills by CAO(SG)
- f. Bills prepared in PFMS by DDO
- g. Entry by Finance
- h. Payment made to concerned.

The committee will clear the reasonable number of bills on daily basis by following CSMA Rules 1949 and CGHS Rules alongwith the changes that happened time and again in these rules.

This issues with the approval of the Director, ICAR-IGFRI, Jhansi.

  
19/04/2023  
Chief Administrative Officer (SG) &  
Head of Office

**Distribution:**

1. All the committee members for kind information and implement the same.
2. PS to Director, ICAR-IGFRI, Jhansi for kind information.
3. All HDs of Divisions/Unit-In-Charges/Sectional Heads/AAOs/I/c PCFC(FCU)/I/cs of IGFRI-RRS's for kind information.
4. Sh. K.P. Rao, CTO & I/c AKMU- to kindly upload the **Institute's Website** and **e-Office Notice Board** and arrange to provide electronic gadgets alongwith internet facility in the board room.
5. Concerned file.