

स्वास्थ्य केंद्र  
राजीव गाँधी विश्वविद्यालय  
रोनो हिल्स, दोईमुख  
HEALTH CENTRE  
RAJIV GANDHI UNIVERSITY  
RONO HILLS : DOIMUKH-791112

Health.C/Circular/RGU/2018/19

Dated:17.02.2026

**CIRCULAR**

It has come to the notice of the University Administration that the wards of some employees (teaching and non-teaching), during the employees' leave period, stay at native places, or while being out of station, have availed medical treatment from various CGHS/State Government hospitals without obtaining prior administrative approval and/or referral from the University Health Centre. Subsequently, medical bills are being submitted for reimbursement.

Such cases cause inconvenience to the University Administration, as medical reimbursement cannot be processed in the absence of prior approval or a valid referral order. In this regard, the Health Centre has already uploaded the prescribed codal formalities and procedures for medical reimbursement on the University website.

In view of the above, it has been decided that **henceforth no medical reimbursement claim shall be entertained or sanctioned without prior administrative approval and/or a referral order issued by the University Health Centre.**

This circular shall come into force with immediate effect.

This is issued with the approval of the Competent Authority.

Sd/-  
Registrar

Memo No. Health.C/Circular/RGU/2018/19

Dated: the 19<sup>th</sup> February 2026

Copy to:

1. PS to Vice Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar/Finance Officer/CoE for information.
4. All HoDs/Directors for various Departments/Institutes for information and wide circulation.
5. Joint Director (CC) for information with a request to upload the same on the university website.
6. Chief Medical Officer for information.
7. All Branch Heads for information and wide circulation.
8. Deputy Registrar (Finance/DDO) for information.
9. Section Officer (Bill) for information.
10. Section Officers (Teaching/Non-Teaching) for information.
11. Office copy.



(Dr. N.T. Rikam)  
Registrar