



VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI - 11007

VPCI/Accts./Medical/2026/ 590

06-07-2026

CIRCULAR

It is hereby notified for the information of all Employees and Pensioners/Family Pensioners that, in order to ensure transparency, uniformity, and compliance with financial and taxation regulations, certain mandatory requirements must be strictly followed while submitting medical bills for the purpose of reimbursement.

All concerned are requested to carefully note that only pharmacy bills clearly bearing a valid Goods & Service Tax (GST) Number will be accepted for reimbursement. In addition to the GST Number, the bill must also contain a clear and detailed breakup of GST, indicating the amount of tax charged and collected by the vendor. Bills that do not reflect the GST Number and the proper GST breakup (as collected by the vendor) shall not be considered eligible for reimbursement under any circumstances.

The bill should clearly display the name and address of the pharmacy, the GST Number, invoice/retail invoice/cash memo etc. number, date of purchase, details of medicines purchased, quantity, rate, total amount, and the GST amount separately shown. The bill must also be duly signed and stamped by the authorized vendor. Bills lacking any of these essential details may be rejected during scrutiny.

Employees and Pensioners/Family Pensioners are also advised to verify the authenticity and completeness of the bill at the time of purchase itself to avoid inconvenience at a later stage. It shall be the responsibility of the claimant to ensure that all required particulars are properly mentioned on the invoice/retail invoice/cash memo etc. before submission.

In addition, special attention is drawn to high-value transactions. Any medical/pharmacy/Laboratories bill exceeding ₹10,000/- must be paid through digital mode (such as debit card, credit card, UPI, net banking, etc.) or through cheque only. Cash payments for amounts exceeding ₹10,000/- will not be entertained for reimbursement. In such cases, a copy of the digital payment receipt, transaction slip, bank statement entry, or cheque payment proof must be attached along with the reimbursement claim. Failure to provide proof of digital or cheque payment for such bills may lead to rejection of the claim.

These instructions are being issued in the interest of maintaining proper financial discipline and ensuring compliance with applicable GST and audit requirements. All Employees and Pensioners/Family Pensioners are requested to adhere strictly to these guidelines while submitting their medical reimbursement claims.

This may be treated as important, and compliance with the above instructions shall be mandatory with immediate effect.

This has been issued with the approval of the Competent Authority.

Assistant Registrar (A/cs)
ASST. REGISTRAR
V.P. CHEST INSTITUTE
U. UNIVERSITY OF DELHI
DELHI - 110007

Copy to: - P.S. to Director – for information

P.A. to Deputy Registrar – for information

All Sectional Heads/Head of the Department – for information & circulation among employees.

Website Division – for uploading on the website – for information of **Employees/Pensioners/
Family Pensioners.**