



दक्षिण मध्य रेलवे / SOUTH CENTRAL RAILWAY  
कार्यालय प्रधान मुख्य चिकित्सा निदेशक  
Office of the Principal Chief Medical Director  
रेलनिलयम सिकंदराबाद-500025 / Rail Nilayam Secunderabad -500025

अक्षर संख्या Letter Number: MD/52/Contracts Management/Policy

Dt: March 21, 2025

MD/CH/LGD, CEnHM/HQ  
CMSs/SC, HYB, BZA, GTL, GNT & NED.  
SrDEnHM/AEnHMSC, HYB, BZA, GTL, GNT & NED

विषय Sub: Maintenance of registers at H&MIs-Reg  
संदर्भ Ref: SDGM office letter No:G.265/C/2024/0071/GA/G/HYB Dt:18-02-  
2025

\*\*\*

Vigilance found certain lapses in maintenance of bill passing registers at H&MI's office. As such, dates on which the bills are being submitting to H&MI by the contractors and dates on which the bills are being submitted to bill passing officer are not recorded in any register.

Hence, it is decided to bring uniformity and transparency in procedures to be followed in Medical department /EnHM wing across the Health Units/EnHM controlled units for timely verification and onward submission of bills to CMS Offices / Sr DEnHM/AEnHM office for further processing and payments. Further, till such time of migration to 100% online bill passing on GeM portal, registers are to be maintained at different points of bill cycle from the origin of bill to its submission to accounts office so as to track the movement of bills.

H&MIs should ensure that the contract bill received should be submitted to bill passing authority in time without any delay. If contractor fails to submit the bill in time or submitted the contract bills without relevant documents the same should be noted in the register and the bill should be returned back to the contractor in writing with the shortfalls what he had made and the same should be intimated to the bill passing authority.

It should be ensured that H&MIs should maintain a register and record the date on which the bills are being submitted by contractors to H&MI and date on which the bills are being submitted to (Medical Officer /In charge Doctors / Incharge SrDEnH/ Incharge AEnHM ), and it should be ensured that correct information to be recorded in these registers.



- I. H&MIs and Hospital contract monitoring staff of Medical Department should maintain Register in their office with the following details along with any other details maintained as of now.

Name of the work:

LOA Number:

Agreement Number/ GeM contract Number

Value of work :

Name of the Agency/contractor and address with mobile number:

Period of contract:

Due Date of completion of contract:

Bill Period	CC Bill number	Date of Submission of bill by Contractor	Bill amount	Cumulative bill amount	Remarks of H&MI	Signature of H&MI	Date of submission of bill to In charge Medical officer	Remarks of In charge Medical officer	Signature of In charge Medical officer	Date of Submission of bill to CMS office for passing of bill	Remarks if any
1	2	3	4	5	6	7	8	9	10	11	12

- II. H&MI s attached to EnHM wing should maintain Register in their office with the following details along with any other details maintained as of now.

Name of the work:

LOA Number:

Agreement Number/ GeM contract Number

Value of work :

Name of the Agency/contractor and address with mobile number:

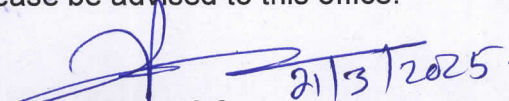
Period of contract:

Due Date of completion of contract:

Bill Period	CC Bill number	Date of Submission of bill by Contractor	Bill amount	Cumulative bill amount	Remarks if any	Signature of H&MI	Date of submission of bill to SrDEnHM /AEnHM	Remarks if any
1	2	3	4	5	6	7	8	9

MD/CH/LGD/ CMS /SrDEnHM /AEnHM should ensure proper maintenance of registers in their field units.

This is having approval of PCMD, action taken may please be advised to this office.



डॉ. एच.के. चालगेरी/Dr.H.K.Chalageri  
मुख्य स्वास्थ्य निदेशक/Chief Health Director

Copy to:

SDGM/SCR for kind information please.

DRM/ SC, HYB, BZA, GTL, GNT & NED for kind information.