

'Confidential'

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY



मुख्य चिकित्सा निदेशक के कार्यालय
रेलनिलयम, सिकंदराबाद
Office of the Pr.Chief Medical Director
Rail Nilayam, Secunderabad.
दिनांक/Date : 06.01.2022.

सं.No.एमडिMD/CON/8.

MD/CH/LGD

CMSs / SC, HYB, GTL, BZA, NED & GNT

Sub: System improvement for monitoring of pending bills.

A recent communication from the Vigilance Department has indicated that there is no proper monitoring mechanism to know the position of bills received in various units and forwarding them to the associate finance for payment. To put system improvement in place, MD/CMSs are advised to maintain a reporting format as below and monitor the bills position on monthly basis. This way the bill position will be streamlined and complaints are avoided.

Bill position for the month of -----

Opening Balance	Receipts during the Month	Clearance during the Month		Closing Balance at the end of the Month (No.of Bills pending and the details of Oldest Bills)
	No.of Bills received during the month under each category such as Referrals, Supplies, Misc. etc.,	Forwarded to Accounts department for payment	Returned to Vendors.	

This position has to be maintained in a Register which can be inspected by any Medical Officer/Inspecting Officer/Official(s).

(Dr Prasanna Kumar)
Pr.Chief Medical Director.

Copy for information to –

Dy.CVO/Accounts.