



Sub: Advance for INDOOR TREATMENT

(Rule 10 of IRCON Medical Rules, 2002).

Note:	1. Information in respect of all columns is compulsory for processing of application.
	2. * Strikeout whichever is not applicable.

1.	Emp. code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Scale of pay		6.	Basic pay	
7.	Status	*Regular / deputationist / adhoc / contract / re-employed			

8	Name of Patient	
9	Relationship with the employee	
10	Name and Address of the Hospital where treatment is proposed to be taken.	
11	S.No. at which the hospital is listed in the Data Bank of hospitals maintained by IRCON.	
12	Date of admission / probable date of admission	
13	Diagnosis of the ailment and treatment given in brief	
14	Amount of Advance required.	Rs.

- Encls: 1. Dependency certificate
2. Estimated expenditure of the hospital from where the treatment is proposed to be taken.

Signature of employee_____

Controlling Officer

FOR USE OF HRM

Information given above is verified. Advance of Rs._____ may be released in favour of the hospital mentioned at S. No.10 above.

Dealing Assistant

Manager / HRM

DGM /HRM

GM / F / HQ

DF