

**Motilal Nehru College : Benito Juarez Marg
New Delhi- 110021**

15.09.2023

Notice to All Teaching, Non-Teaching Staff and Pensioners/ Family Pensioners

Subject: Computerized Printing of Medical Bills with GST (CGST/SGST)/Discount
This is to bring to your attention an important update regarding the reimbursement process for medical expenses.

Effective immediately, it is essential for all staff members to ensure that medical bills for reimbursement purposes are **computerized and printed**. This update aims to streamline our reimbursement procedures, improve transparency, and comply with the latest taxation regulations.

Here are the key requirements for the computerized printing of medical bills:

GST (CGST/SGST): All medical bills must include the applicable Goods and Services Tax (GST) components, including Central Goods and Services Tax (CGST) and State Goods and Services Tax (SGST), as per the prevailing rates and regulations.

Discount: If applicable, any discounts availed on medical expenses should also be mentioned on the computerized bill. This will help us maintain accurate records and facilitate appropriate calculations for reimbursement.

By adhering to these requirements, we will be able to ensure seamless processing of medical reimbursement claims, avoid any discrepancies, and uphold compliance with the tax authorities.

Yagubhai Sharma
15/9/2023
Officiating Principal