



UNIVERSITY OF HYDERABAD

Office of the Registrar
Establishment Section-I

No: UH/E.I/F.No.316/2021/

May 17, 2021

OFFICE ORDER

Subject: Procedure for sanction of medical advances during lockdown period – reg.

Reference: Vice-Chancellor's orders dt.16.05.2021.

In order to avoid hardship to the employees in obtaining sanction of medical advance during the period of lock-down, the following procedure is adopted:

- (i) A Medical Estimate has to be obtained by the employee from the Hospital concerned.
- (ii) Recommendation of the CMO i/c (hccmo@uohyd.ac.in, rajasreeporika@yahoo.co.in) has to be obtained by email by attaching the scanned copy of the estimate and scanned copy of the Medical ID card.
- (iii) The recommendation of the CMO i/c has to be mailed to the fo@uohyd.ac.in, pfmedical@uohyd.ac.in and mvgangadhar214@gmail.com, along with scanned copies of the estimate and medical ID card.
- (iv) On receipt of the recommendation of the CMO, along with the scanned copies of the estimate and medical ID card, the Medical Section will sanction appropriate amount of advance.
- (v) Based on the sanction given by the Medical Section, the Finance Officer will issue a cheque for the sanctioned amount in favour of the Hospital concerned.
- (vi) The cheque has to be collected from office of the Finance Officer by contacting Mr. Srikanth, Outsourced staff on his mobile number: 8790104242 between 7.00 am to 9.00 on any day.


Deputy Registrar (E-I)
for Registrar

All Faculty, Officers and Staff of the University

Copy to:

1. Finance Officer
2. CMO-in-charge, University Health Centre
3. Director (CC &CNF) with the request to share the circular by email to all employees.
4. Deputy Registrar(Medical)
5. Deputy Registrar (E-II)
6. Assistant Registrar(Medical)
7. Assistant Registrar(Maintenance)
8. OSD to the Vice Chancellor
9. PS to PVC-I & PVC-II
10. PS to the Registrar
11. Web Master with the request to post the O.O on the University website.