



JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

(Public Sector Undertaking of Govt of Jammu & Kashmir)

Corporate Head Office: Plot No. 58 Friends Colony, Trikuta Nagar, Jammu

Corporate Office Kashmir: Bemina Near Haj House, Srinagar

Email mscljka0@gmail.com

CIRCULAR

Subject: Submission of Original Bills for Processing of Payments.

It has been observed that some Regional Drug Ware houses are forwarding photocopies/scanned copies of bills and invoices for processing of payments which is not in conformity with the prescribed financial and audit requirements. The same has also been viewed very seriously by the higher authorities and instructions have been given on the said account that only original bills should be verified and forwarded by respective drug warehouses for processing of payment.

Accordingly, it is enjoined upon all Regional Drug Warehouses to ensure that only original bills/invoices and other supporting payment documents are submitted to this office for processing of payments. Photocopies, scanned copies, or duplicate bills shall not be entertained. Also it should be ensured that the documents are duly authenticated and forwarded in a complete manner to avoid any delay in processing of payments.

Non-compliance to this in respect of bills will be returned henceforth. The instructions shall be complied with strictly with immediate effect as per given check list.


Account Officer,

JKMSCL

Date: 29/05/2026

No.: 408-11

Copy to for information-

1. Managing Director, JKMSCL.
2. All Medical Officers, Regional Drug Warehouses.
3. All Stores In-charge.
4. File for record.