Form No.31

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REQUEST FOR ISSUE OF AUTHORIZATION LETTER FOR IPD TREATMENT

1	Name of Employee			
2	Designation			
3	Medical Card No.			
4	Pay Level			
5	Details of Patient			
	(a) Name			
	(b) Age			
	(c) Relation			
	(d) Whether dependent	Yes / No		
6	Name & Address of Hospital			
7	Details of treatment required			
8	Whether prescription / advice for IPD attached.	Yes (Copy attached) / No		
9	Date of Admission			
Place:				
Date: Signature				
FOR OFFICE USE ONLY				
Details verified			Approved / Not approved	
Dealing Assistant			Head of Office	
Authorization letter issued on				

Dealing Assistant