



JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.
(Public Sector Undertaking of Govt. of Jammu & Kashmir)

Corporate Head Office: 1st Floor, Drug Store Building, Govt. Medical College, Bakshi Nagar, Jammu
Corporate Office: Opp. UT of Motor Garages Near Haj House, Bemnla, Srinagar
Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)

CIRCULAR

Subject: Submission of Original Bills for Processing of Payments.

This is in continuous to circular instructions number 408-11 dated: 29-05-2026. 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 i.e. codal procedures. The same has also been viewed very seriously by the higher authorities and instructions had already 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 once again reiterated upon all the 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.


Accounts Officer,
JKMSCL.

No. JKMSCL/FA/2026-27/834-38

Dated:-23-07-2026.

Copy to for information-

1. Managing Director, JKMSCL.
2. All Medical Officers, Regional Drug Warehouses.
3. All Stores In- charge.
4. Account Section JKMSCL with instruction not to entertain and process such bill.
5. All Suppliers/Firms for information & necessary action.
6. File for record.