

Ref No. Med 3-1

Date:

Sub: Request for 3 Months Medicine

I Mr/Mrs. _____ Employee No. _____ on role/retired
from the services of RCF is applying for my medicines for the period of -----months for
myself .and or my spouse Mrs\Mr. to be carried along with me/us as I am/we are going
abroad _-----.

Purpose of visit _____ I therefore request you to

kindly grant me three months medicine for myself and my spouse before starting my
journey on _____ from the period from _____ to _____ treating doctor at

RCF Hospital from RCF Hospital Pharmacy / Panel Doctors from Panel Chemist.

Copy of prescription attached herewith.
Thanking you,

Yours faithfully

Letter attached

As per the clause no 7(t) of MATR 2012 three months' medicine can be issued to him/her
& or his/her spouse traveling abroad.

ED (HR) may kindly approve.

Dr. V.B. Rao
GM (Medical)

ED (HR)