

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-38/HC/21

Dated: 10.08.2026

CIRCULAR

It has been observed that some employees, while applying for renewal of Medical Referral Orders in respect of themselves and their eligible dependents, are not attaching the latest prescription issued by the concerned doctor, wherein follow-up consultation/check-up has been advised.

It is hereby informed that **submission of the latest prescription indicating the requirement for follow-up consultation/check-up is mandatory** along with the application for renewal of the Medical Referral Order, as per the prescribed rules.

All concerned employees are, therefore, advised to ensure that the latest prescription is invariably enclosed with their applications for renewal of Medical Referral Orders.

This is issued for information and strict compliance by all concerned.

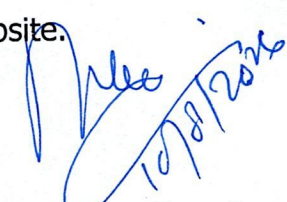
Sd/-
Registrar

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Copy to:

1. PS to Vice Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar / Finance Officer / CoE for information.
4. All HoDs/Directors for information and wide circulation.
5. All Branch Heads for information and wide circulation.
6. Dr. Akin Tana Tara / Dr. Chin Dei Kim, CMO, RGU Health Centre for information and necessary action.
7. Deputy Registrar (A&E) for information.
8. Deputy Registrar (Bill/DDO) for information.
9. Section Officers (Teaching/NT/Bill) for information.
10. Helpdesk, RGU for uploading the same on the university website.
11. Office copy.


(Dr. N.T. Rikam)
Registrar