

To  
The Administrative Medical Officer  
E.S.I. (M.B.) Scheme, West Bengal  
P-233, C.I.T. Scheme-VII-M, Bagmari  
Kolkata-700 054

**VERIFIED  
for A. M. O.**

Sir,

I have the honour to state that the Scheme Specialist advised me/my son/daughter/wife .....  
..... the following Pathological/Radiological Examinations :

- 1. ....
- 2. ....
- 3. ....

.....  
But as the respective E.S.I. agency could not undertake the examination in question, you were kind enough to allow me to get such examination done from outside at my own cost. As per your kind order I have done the examination from .....  
..... a Government Hospital/Institution/Messrs ..... as the Government agency failed to undertake the examinations to avoid delay in examination for the sake of treatment.

I would now request your goodself to kindly accord necessary sanction to the reimbursement of Rs..... being the cost incurred by for the aforesaid examination/s.

I enclose the following documents in support of my claim.

Yours faithfully

Dated :

Residential address :

Name :

Ins. No. :

.....  
.....  
.....

Form No. III containing the advice of Scheme Specialist and sanction of the Administrative Medical Officer, Cash Memo/s original.

\* Strike out which is not applicable.