



GOVERNMENT OF PAKISTAN  
PAKISTAN AGRICULTURAL RESEARCH COUNCIL

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No.1-1/2026-MED-NARC

Islamabad, the 08<sup>th</sup> July , 2026

## OFFICE ORDER

### **SUBJECT: SUBMISSION OF MEDICAL REIMBURSEMENT AND REFERRAL CASES**

It has been observed with concern that while submitting requests for medical reimbursements (Indoor/Outdoor) or hospital referrals, many employees do not provide the complete and signed documentation necessary for processing. The absence of standardized formats leads to administrative delays, increased workload, and inefficiencies within the Medical Section, NARC.

02. To streamline the process, ensure transparency and expedite the disposal of medical cases, following proformas shall be used by the employees while submitting requests with immediate effect:

- i. Indoor Reimbursement Proforma (For claims related to in-patient hospital stays)
- ii. Outdoor Reimbursement Proforma (For OPD claims related to consultation and lab tests)
- iii. Indoor Referral Proforma (For seeking official referral letters related to panel hospitals)

03. The said proformas will also be available on the official website of PARC under the Employees Corner Section.

04. This issues with the approval of the Director General, NARC.

Note for Webmaster: *Please upload the proformas on the official website.*

**Allah Rakhio**  
**Deputy Director (Admin/HR) AGS-NARC**

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Webmaster (MIS)  
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