



**OFFICE OF THE MANAGING DIRECTOR**  
**ASSAM MEDICAL SERVICES CORPORATION LIMITED**

Central Drug Ware House Campus, Patherquery, Narengi, Guwahati, Assam-781026

E-mail id: [md-amscl@assam.gov.in](mailto:md-amscl@assam.gov.in)

No.AMSCL/Manu-Ven/2022-23/0071/621

Dated: 11 / 04 / 2023

To,

✓ All manufacturers/suppliers of Drug, Consumables and surgicals etc.

Sub: Submission of proper bills/invoices with supporting documents.

Sir/Madam,

It has been observed that there are discrepancies/ shortcomings in the bills submitted by many manufacturers and suppliers. In order to enable us to release payment against bills/invoices in time, it is requested to submit bills/invoice as follows.

1. E-invoice signed either physically or digitally is to be submitted which is original for the buyer. In case of difference in generic name and brand name undertaking is to be submitted.
2. E-way bill is to be submitted in case the single supply value is more than Rs. 50,000/-.
3. Material Receipt Certificate (MRC).
4. In case of supply exceeding P.O quantity undertaking for considering the excess supply as free supply needs to be submitted.
5. Letter regarding Extension of last date of delivery, damage/short supply or any instruction from authority should be submitted along with the bills/invoice.
6. Bank mandate is to be submitted.

Thanking you in anticipation.

Yours sincerely

  
(Dr Robin Kumar, IPS)  
Managing Director, AMSCL

Memo No: AMSCL/Manu-Ven/2022-23/0071/622-24

Copy to:

1. Principal Secretary to the Govt. of Assam, Health & FW Deptt. for favour of kind information.
2. Additional manging Director, AMSCL for information.
3. Office file /(Account Cell)

Dated: 11 / 04 / 2023

  
Managing Director, AMSCL