

**V.O.CHIDAMBARANAR PORT TRUST**  
**MEDICAL DEPARTMENT**

No.

Dated: .....

To

Sub:- Referring retired employees / spouse of VOCPT for  
treatment at empanel Hospital - Reg.

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Sir,

I am hereby referring ( I ) Name : .....

( II ) Age : ..... ( III ) Sex : ..... Self / Spouse

( IV ) R.E. Card No : ..... ( V ) I.P. No. : .....  
a case of .....

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for further management / Scan.

2. The treatment charges **may be collected from the patient directly** by issuing cash receipt , Case summary, etc., Port Trust will not make payment directly to the Hospital.
3. **The patient can claim reimbursement as CGHS rates.**
4. The reference letter is valid for 10 days from the date of issue.
5. The case history of the patient is furnished below:

Yours faithfully,

**CHIEF MEDICAL OFFICER**  
**V.O.CHIDAMBARANAR PORT TRUST**  
**TUTICORIN - 628 004**