

**Central Medical Services Society**  
(An Autonomous Society under Ministry of Health & Family Welfare, Govt. of India)  
2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg,  
Teen Murti Road, Chanakyapuri, New Delhi-110021  
Website: cmss.gov.in, Tel: 011-21410905/06

Date: - 01/08/2023

To,

**The Suppliers**

**Subject: - Regarding Mandatory Documents to be submitted along with the Original Invoices at CMSS HQ or at CMSS Warehouses.**

**Reference: - CMSS letter on dated 19/09/2022.**


Sir/Madam,

With reference to the subject, Please find the list of the mandatory documents that need to be enclosed with the Original Invoices:-

1. Copy of e-invoice generated from GST Portal.
2. Packing List (with Goods Description) of Supplied Items.
3. Copy of Certificate of Analysis (COA).
4. Proof of Delivery
  - Duly Signed, Stamped and Dated in case of Warehouse.
  - With Original Consignee Receipt Certificate (CRC) in case of Goods Delivered at Consignee's Location.
5. Copy of e-Way Bill.

Please note w.e.f. 01-08-2023, all the Invoices submitted at CMSS HQ or at CMSS Warehouses will only be accepted if submitted along with the above mentioned documents.

Yours Truly,

  
GM (LSC)  
CMSS  
विजय कुमार ढुगुरा  
Vijay Kumar Duggra  
General Manager (LSC)  
Central Medical Services Society  
Vishwa Yuvak Kendra, Chanakyapuri  
New Delhi - 110021

**Enclosed:-**

1. Copy of pervious communication dated 19/09/2022 as mentioned above

**Copy to:-**

1. All CMSS Warehouse Manager – for information.
2. All GM & AGM CMSS HQ – for information.

**Central Medical Services Society**  
(An Autonomous Body under Ministry of Health and Family Welfare, Government of India)

Date: 19-09-2022

To,  
All the Supplier's

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Yours Truly,

  
AGM (LSC)

Copy to:-

1. All CMSS Warehouse' Incharge.- for information
2. All GM & AGM CMSS HQ – for information