

IQ City
Medical College Hospital
IQ City Road, Sovapur, Jemua
Durgapur 713206, India
Phone: 0343-2608000, 0343-2608888

www.iqcity.in



Ref. No. – IQMCH/17/MS Office/25

Date: 29-12-2025

CIRCULAR

Subject: Mandatory Signature and Stamp on OPD Prescriptions (Original and Carbon Copy)

This is to inform all concerned that, with immediate effect, it is mandatory for all doctors and clinicians of every clinical department to affix their full signature along with an official stamp on both the Original and the Carbon Copy of OPD prescriptions issued to patients.

The above directive is being issued to ensure:

- Proper medical documentation and accountability.
- Compliance with statutory and medico-legal requirements.
- Uniformity in prescription practices across all departments.

All Clinical HODs are requested to circulate this instruction within their respective departments and ensure compliance by all faculty members, residents, and duty doctors.


29/12/2025

Prof (Dr) Raghunath Misra
— **Medical Superintendent**

Medical Superintendant
IQ City Medical College Hospital
IQ City Road, Sovapur, Durgapur - 713206