

CONTRIBUTORY MEDICAL SCHEME

**IEST, Shibpur
Howrah- 711 103**



NOTICE

This for information of all concern that we are taking again an initiative to collect the Medical Claim Form and Family Declaration for reimbursement of the Medical Bills following the rules of the Institute.

A. Submission of 'Medical Claim Form' :

1. The bills of the patients will be received by Sri Tapan Baidya, from **15th to 19th February 2016**, excepting the holidays, between **10:30 – 1:30 p.m.** at the Vice Chancellor's Office in the **Ground Floor** of the **Main Building**.

2. The employees are requested to download the 'Medical Claim Form' from Institute Website and to submit the same in filled-in condition along with the supporting documents like: prescription, bills, test reports, in original, during the stipulated period.

B. Submission of 'Family Declaration' :

1. The employees who have not yet declared their Dependants' Detail /Family Declaration are requested to submit the same in the prescribed proforma, available in our Institute's Website, to Sri Avijit Ghosh, within the stipulated period as mentioned below, failing which we will be unable to extend our cooperation to avail the benefits of the 'Scheme'.

Receiving Period: 15th to 19th February 2016, excepting the holidays, between **3:30 – 5:30 p.m.** at the Vice Chancellor's Office in the **Ground Floor** of the **Main Building**.

2. If the declaration is found incomplete, the processing of the medical bills for reimbursement will be kept pending. In such cases, the concerned employees are requested to submit the 'due' information to Sri Avijit Ghosh, to complete / update our database.

Beneficiaries' active cooperation can only help expediting the process of effective implementation of the 'Contributory Medical Scheme'.

03.02.2016

Howrah

(Prof. Gautam Bandyopadhyay)
Chairman, CMS

Copy to : (i) The Director (ii) The Deans and Associate Deans (iii) All Heads of the Departments (iv) Sri Abhijit Banerjee to upload in the Institute's website (v) Office File with service returns