

**Office of
CONTRIBUTORY MEDICAL SCHEME
IEST, Shibpur
Howrah**



Date: - 12.01.2017

NOTICE

This for information of all concerned that the medical bills of the employees, pending till date, will be received for reimbursement by Sri Tapan Baidya from 7th to 10th February 2017, excepting the holidays, between 10:30 am to 1:30 pm and 3:30 pm. to 5:00 pm at the CMS Office (Vice Chancellor's old Office) in the Ground Floor of the Main Building.

The employees, eager to submit their medical bills, are requested to download the 'Medical Claim Form' (Form No. : CMS 04 and CMS 05, as applicable) from the Institute-Website and to submit the same, strictly following the relevant 'check list' and 'Steps to be Followed' as uploaded in the Institute-Website, in 'filled-in' condition along with the supporting documents like prescription, test reports, bills etc., during the stipulated period.

Cordial cooperation can only help expediting the process of receiving the medical bills for reimbursement.

(Dr. Devasis Datta)
Dy. Registrar

Copy to: (i) The Director (ii) The Deans and Associate Deans (iii) All Heads of the Departments -- with a request to circulate among the faculty members and staff members, (iv) All Officers -- with a request to circulate among the staff members, (v) In charge, Telephone Section, to communicate among the employees, (vi) Ms. Shrejoyee Das to upload in the Institute's website (vii) Office File with service returns.