



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No --1321/D(AA)/16

Date: 14th July, 2016

ORDER

This is to inform all concerned that pursuant to the decision taken by the CMS Committee, IEST, Shibpur, the Director(Acting) is pleased to accord the following operational procedure for the payment of medical bills of the employees of IEST, Shibpur.

The procedures is as follows:

1. Medical Bills will be submitted to the CMS section.
2. Basic verification will be done by the CMS section
3. Medical aspect of the Bills will be verified & approved by the Medical Officers of IEST, Shibpur.
4. Dy. Registrar looking after the CMS related activities and working under the Chairman, CMS Committee will finally approve the Bills for their onward transmission to the Registrar.
5. The Bills will be paid through the Head of A/C s of the Registrar

This is issued with the concurrence of the Director (Acting).

Sd/-
(Dr. Bivore.Das)
Assistant Registrar

Memo No.--1321/D(AA)/16 (7)

Date: 14th July, 2016

Copy forwarded for information and necessary action to:

1. All Deans/ Associate Deans
2. The Chairman, CMS Committee
3. All Head of the Deptts. / Centres / Schools
4. All Officers
5. The PS to the Director
6. The Jr. Supdt.(Record Section) for relevant file
7. Institute website.


14/7/16
Assistant Registrar

