

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



Date: - 20.03.2017

NOTICE

The OPD bills of the employees, as mentioned overleaf, have been processed and made ready for reimbursement.

The concerned employees are hereby requested to visit CMS office during the scheduled date and time mentioned below, for necessary endorsement of the amount approved for reimbursement.

The employees, who are not willing to accept the approved amount, will be invited in a grievance redressal meeting for settlement of the claims.

Date and day of the week	Time
22.03.2017 Wednesday	11:00 hrs to 13:00 hrs
23.03.2017 Thursday	11:00 hrs to 13:00 hrs
24.03.2017 Friday	11:00 hrs to 13:00 hrs

The notice will be circulated among the heads of the departments of the Institute and will also be uploaded to the Institute's website in 'Contributory Medical Scheme' page.

The bills not attended by the concerned employee during the stipulated period, will be considered as 'acceptance of the approved amount by the concerned employee' and will be sent for onward transmission towards payment.

Sd-
(Dr. Devasis Datta)
Dy. Registrar

Copy to:-

1. All Deans and Associate Deans
2. All Heads of the Departments, Centers, Schools - with a request to circulate among the faculty members
3. All Officers - with a request to circulate among the employees
4. P.S. to the Director
5. The In-charge, Telephone Section for information
6. Institute Website.
7. Office File with Service Return

(Dr. Devasis Datta)
Dy. Registrar

Please see overleaf

List of the Employee's

Sl. No.	Enrolment No.	Name of the Employee's	Sl. No.	Enrolment No.	Name of the Employee's
1	A30	Asok Adak	12	A578	Chaitali Ray
2	A57	Hari Prasad Saha	13	A604	Debdulal Das
3	A335	Ramesh Halder	14	A615	Niloy Khutia
4	A343	Subhadra Manna	15	A626 and A627	Amarendra Nath Polley
5	A382	Swaroop Shobhan Mukherjee	16	A654	Mukul Roy
6	A383	Bistu Charan Mahakur	17	A655	Basudeb Mukhopadhyay
7	A400	Subhas Sarkar	18	A666	Bibhutosh Adhikary
8	A432	Alok Kumar Maity	19	A668	Sarbani Barari
9	A510	Sudarshan Dolai	20	A687	Shib Sankar Basak
10	A520 and A521	Chanchal Majumder	21	A717A	Mallika Ghosh Sarbadhikary
11	A535	Satyajit Barua			


(Dr. Devasis Datta)
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