

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



No. CMS/XV-A/2018-19/01

Date: 06.09.2018

**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.

<b>Date and day</b>	<b>Time</b>
12.09.2018 Wednesday	11:00 hrs to 13:00 hrs
13.09.2018 Thursday	11:00 hrs to 13:00 hrs
14.09.2018 Friday	11:00 hrs to 13:00 hrs

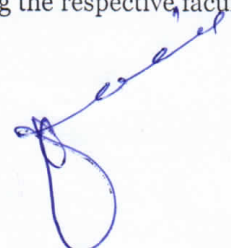
The notice will be circulated among the heads of the departments of the Institute and will also be uploaded to the Institute's website in 'Contributory Medical Scheme' page.

**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)

Copy to:-


1. All Deans - with a request to circulate among their staff members
2. All Heads of the Departments, Centers, Schools - with a request to circulate among the respective faculty members and staff 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 &  
In-charge, CMS

Please see overleaf

**List of the Employees**

Sl.No.	Enrolment No.	Name of the Employees	Sl.No.	Enrolment No.	Name of the Employees
1	A3285 & A3286	Joydeb Das	10	A3325, A3326 & A3327	Anil Baran Ghosh
2	A3288, A3289 & A3290	Manas Kumar Sanyal	11	A3328 & A3330	Sukumar Sarkar
3	A3291, A3292, A3293 & A3294	Mamit Mitra	12	A3333	Sanjay Ghosh
4	A3296, A3297 & A3298	Dhiman Chandra Das	13	A3335, A3337, A3343, A3344 & A3345	Soma Naskar (Sardar) Sudip Kumar Chattopadhyay
5	A3301	Gautam Biswas	14	A3349	Nawal Kishore Singh
6	A3308	Susanta Pal	15	A3351, A3352, A3353 & A3354	Chanchal Majumder
7	A3309 & A3358	Anjana Sen Gupta	16	A3355 & A3356	Biswajit Sarkar
8	A3317	Ramesh Halder	17	A3372	Abhijit Bisoi
9	A3322 & A3323	Tarun Paul	18	A3379, A3381, A3386 & A3388	



(Dr. Devasis Datta)  
Dy. Registrar &  
In-charge, CMS