



Date: - 01.01.2018

NOTICE

Receiving of Medical Claim Bills for Reimbursement

This for information of all concerned that the medical bills of the employees, pending till date, will be received for reimbursement by Mrs. Savitha Roy **only on all working Mondays, between 11:30 am to 1:30 pm at the CMS Office** in the Ground Floor of the Main Building (opposite to the Vice-Chancellor's old office).

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.

The employees may also fill in the forms from the relevant 'site', following the options given below:

- Interactive Option:
Click – Download – Fill in – Save – Print
- Manual Option:
Click – Print – Fill in by hand

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

(Dr. Devasis Datta)
Dy. Registrar

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