



Date: 07.09.2017

NOTICE

The employees willing to avail CMS benefits but not yet submitted their 'Family Declaration Form' (Form no. CMS 01), are hereby requested to submit the same between 18.09.2017 and 22.09.2017, excepting the holiday. This 'declaration' will help preparing 'Health Record Book' of the respective employees.

Since, 'Health Record Book' (HRB) is meant for 'identification' and 'records' of the individuals, the Institute authority as well as the Hospital authorities will absolutely be helpless to extend any cooperation to the patient without the 'Health Record Book'.

CMS officials will not be responsible for providing any assistance, even on emergency, if any employee fails to submit the 'Family Declaration Form' within the stipulated period for preparation of the 'Health Record Book'.

In addition, the employees are also requested to provide information in writing in time, regarding deletion/ inclusion of name(s) of the dependant(s), eligibility of better accommodation etc., if any, supported by documents to update our records.

In case of misinformation or, suppression of facts, none but the concerned beneficiary-employee will be liable to face the consequences as per rules of the Institute.

CMS performs its responsibility in a 'team work' where the beneficiaries play an important role. We do appreciate the employees' patience and cooperation in every step of the collective effort.

Sd/-
(Dr. Devasis Datta)
Deputy 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 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