

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



Date: - 17.01.2017

**NOTICE**

The OPD bills of the employees mentioned in the attached list have been processed and made ready for final reimbursement. The concerned employees are requested to come to the CMS office during the scheduled date and time mentioned below, for necessary endorsement the amount approved for reimbursement.

The employees who are not willing to accept the approved amount will be invited in a grievance redressal meeting. Every effort will be made to take a final decision in this meeting.

<b>Date and day of the week</b>	<b>Time</b>
24.01.2017 Tuesday	11 hrs to 13:30 hrs
25.01.2017 Wednesday	11 hrs to 13:30 hrs
27.01.2017 Friday	11 hrs to 13:30 hrs

Sd-

(Prof. Gautam Bandyopadhyay)  
Chairman, CMS

Copy to:-

1. The Director
2. All Deans and Associate Deans
3. All Heads of the Departments, Centers, Schools - with a request to circulate among the faculty members
4. All Officers - with a request to circulate among the employees
5. Medical Officers
6. Institute Website.

  
(Prof. Gautam Bandyopadhyay)  
Chairman, CMS