



NOTICE FOR THE 'CONTRACTUAL' EMPLOYEES OF THE INSTITUTE

This is for information of all concerned that the Director is pleased to extend Medical facility, both OPD and IPD, at CGHS rate to the 'contractual employees of the Institute' and their dependents from the Institute 'Tied-Up' Hospitals only. The expenses in this regard will be borne by the respective employees. Neither any 'cashless' facility will be given to the contractual employees nor will any 'contribution' be charged from the contractual employees. Such employees will be allowed to enjoy medical service at the cost/rate/charge permissible for the Contributory Medical Scheme of the Institute.

No financial liability from the part of the Institute will be involved for extending the medical facilities.

The contractual employees have to pay from their own, the bills for OPD and for IPD cases at the time of discharge from the 'tied up' hospitals.

The contractual employees are eligible to avail such facilities from only the specific hospitals tied up with IEST, Shibpur, during the tenure of their service to the Institute. In case, the contract of a certain employee expires during his/her treatment in hospitalised state, the concerned employee will be eligible to claim the CGHS rates till his/her service to IEST, Shibpur as a 'contractual employee' continues. For identification of such contractual employees with regard to such medical facility an identification 'mark' should be used in their CMS-ID Code.

The contractual employees are hereby requested to fill in the form no. 'CMS 02' for family declaration, downloading from the 'Format' menu of CMS page of the Institute Website. On submission of the filled in format, 'Health Record Book' for individual beneficiaries will be issued from CMS office.

The beneficiaries should carry 'Health Record Book' (HRB) for treatment, both in OPD and IPD cases, at the 'tied up' hospitals.

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

It is necessary to intimate again all the contractual employees that --

(i) In case of planned hospitalisation, the information of admission should be given to the In-charge, Institute Hospital, by email (rubigolder@gmail.com) or by written application mentioning name, contact no. and CMS ID, well before taking admission to the concerned hospital.

(ii) In case of emergency/ non planned hospitalisation, the information of admission should be given to the In-charge, Institute Hospital, by email (rubigolder@gmail.com) or by written application mentioning name, contact no. and CMS ID, within 24 hrs. from the time of admission.

In case of inconvenience, the concerned employees may contact CMS officials, in person or through email using the 'Feed Back' menu of CMS page in our Institute website.

29.08.2017


(Prof. G. Bandyopadhyay)
Chairman, CMS