



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103

No. 157F/25-26/70

Date: 07.10.2025

CIRCULAR

Premium payment for National Insurance Company Limited and United India Insurance Company Limited

This is for information of all concerned to opt either of the following two options for payment of the insurance premium in compliance with the resolution No. 17.17 of the 17th meeting of the Board of Governors held on 3rd September, 2020:

- I. The whole insurance premium can be paid in 'one go'
- II. The calculated insurance premium shall be deducted in twelve (12) equal monthly instalments with an interest rate as deemed appropriate by the competent authority.

Option shall be exercised by application in a plain paper and be addressed to the Joint Registrar (Finance) **by 13th October, 2025** failing which **Option-I** shall automatically be applied.

Sd/-
(Alok Kumar Maity)
Joint Registrar (Finance)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Heads of the Departments/Schools/Centres - with a request to kindly circulate amongst the employees under their control
3. All Officers - with a request to kindly circulate amongst the employees under their control
4. Institute Website

(Alok Kumar Maity)
Joint Registrar (Finance)