



No. CMS/XVIII-A/2019-20/01

Date: 22.01.2020

CIRCULAR

Sub.: Submission of Medical Claim bills.

The Faculty members, Employees and Pensioners are hereby informed that the CMS office will receive the Medical Bills twice in a week instead of once in a week - Monday (Time:- 11:00 am to 1:00 pm) and Wednesday (3:00 pm to 5:00 pm) from 01.02.2020.

Sd/-
(S.N. Datta)
Dy. Registrar (S&P)
&
In-Charge, CMS

Copy to:-

1. The P.S. to the Hon'ble Director
2. All Deans and Associate Deans
3. All Heads of the Departments, Centres, Schools
4. All Officers
5. The Medical Officer
6. Institute Website
7. CMS Office file

with a request to circulate among the faculty members and employees

(Signature)
22/01/2020
Dy. Registrar (S&P)
&
In-charge, CMS