

To
The Chairman
Contributory Medical Scheme
IEST, Shibpur
Howrah-711103

Sub.: Retired Person's Contribution in advance

Ref.: CMS ID- CMS/2015/
(to be filled up by the employee)

Sir,

I would like to mention you that I have retired on superannuation from my service as.....(Designation) of the Department, on (Date of retirement).

I was a member of the Contributory Medical Scheme and would like to continue enjoying the benefits of the 'scheme' as a retired employee of the Institute.

I am enclosing a cheque bearing no..... dated of(Bank's Name) amounting to Rs..... (Rupees only) as my contribution, in advance, for the period.....to.....

Thanking you,

Yours faithfully,

Date:

Name:

Mobile No.:
Residential Address:
(after retirement)

Enclo.: The cheque in original.