



**INSTITUTE
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No. IEM/Notice/Mediclaim/2013

Date: May 23, 2013

NOTICE

Sub: Proposal for Group Insurance for all IEM Faculty and staff members

It is proposed to introduce Group Medical Insurance for all employees of the colleges for hospitalization medical coverage.

The employees are requested to enroll their name along with their dependant for the Mediclaim policy with Mr. Kartik Ghosh of Accounts Department.

The employees, who already have mediclaim policy and do not like to avail this as additional policy, may write to Mr. Kartik Ghosh along with a copy of their existing mediclaim policy for exemption.

The employees should report to Mr. Kartik Ghosh of Accounts Department on the above within 31st May, 2013 by 4.00 p.m. for exemption or else their names will be added to the group mediclaim policy.

Satyajit Chakrabarti
Prof. Satyajit Chakrabarti
Director

To:
Principal (Engineering)
Principal (MBA)
Principal (Ashram Building)
Additional Registrar
FA & CAO
HOD (CSE / ECE / IT / BBA / BCA / BS & Humanities)
Manager (R&D)
Director's office
Faculty Notice Boards - Y-12 / Ashram Building / Management House
Mr. Kartik Ghosh, Accounts Dept.