

National Institute of Technical Teachers' Training & Research, Kolkata

(Ministry of Education, Government of India)

Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Ref. No. NITTTR-K/6-12/2022-23/ 1085

Date: 21st December 2022

CIRCULAR

This has reference to the Office Order Nos. 264 of 2022-23 dated 8th December 2022 issued under Ref. No. NITTTR-K/E/7-4/PTMO/1050 and 272 of 2022-23 dated 16th December 2022 issued under Ref. No. NITTTR-K/E/4-65/PTMO/1068 wherein engagement of **Dr. Jayanta Narayan De (Mobile: 6291429572 / 9051998483) and Dr. Mun Mun Bhaumik (Mobile: 9476320321 / 9434331620)** as Institute Part Time Medical Officer, contact number and the availability in the Institute campus have already been communicated to all the employees.

In view of the above, you are requested to follow the Medical Attendance Guidelines of the Institute strictly w.e.f. 1st January 2023. Moreover, some salient feature of the above stated rule are also stated below for ready reference:

OPD Consultations: In case of OPD the Institute Part-time Medical Officers/empanelled physicians may be visited directly for necessary examinations/ consultancy. For all other consultations, referral has to be obtained from PTMO/empanelled physicians of NITTTR Kolkata.

Hospitalization referrals for IPD: In case of hospitalization requirements based on the OPD consultations, necessary referral should be obtained from Institute Part-time Medical Officer/empanelled physicians.

Medical Claims: All the OPD charges, consultation, pathological tests, cost of medicines are to be paid by the employees and bills should be submitted **through the Institute's Part-time Medical Officer duly filling the prescribed claim Form for reimbursement.**

This issuance has the approval of the Competent Authority.


(Subir Basak)

Senior Administrative Officer

Copy to:

1. All employees
2. Dr. Jayanta Narayan De, Part Time Medical Officer
3. Dr. Mun Mun Bhaumik, Part Time Medical Officer
4. Director's Secretariat