

**INDIAN INSTITUTE OF TECHNOLOGY**  
**(INDIAN SCHOOL OF MINES), DHANBAD – 826004**

Estt-27011/1/2021-Estt

Date: 07 March, 2022


**OFFICE MEMORANDUM**

**Subject: Providing of new medical books to all medical beneficiaries of IIT(ISM),  
Dhanbad – regd.**

As per this Office Memorandum of even number dated 07.12.2021 and 13.01.2022(copy enclosed) on the subject cited above, all employees, pensioners, students, research scholars and post doctoral fellows were requested to submit their fresh applications completed in all respects along with requisite documents, if any, to the respective offices of this Institute for getting new medical books. In this matter, it is further emphasized that the medical facilities would be provided to the eligible medical beneficiaries of this Institute on the basis of new medical books only w.e.f. 01.04.2022. Accordingly, old medical books issued by this Institute will cease to be valid w.e.f. 01.04.2022. In the meantime, new medical books are being issued to all the medical beneficiaries who have submitted their fresh applications along with requisite documents, if any. However, it is observed that some of the medical beneficiaries of this Institute have still not submitted their fresh applications along with requisite documents, if any, for issue of new medical books.

All such medical beneficiaries viz. employees, pensioners, students, research scholars and post doctoral fellows are, therefore, once again requested to submit their fresh applications along with requisite documents, if any, as per the instructions contained in the aforesaid OMs as soon as possible to the respective offices of this Institute so that new medical books may be issued at the earliest in order to ensure that uninterrupted medical facilities are provided to all eligible medical beneficiaries of this institute.

Encl. :- As above,

  
(P R K Sinha)  
Registrar (Actg)

- Cc: 1. DT/Dy. DT/Dean(Admin)/RG Sectt.  
2. JF(F&A)/JR(DTS)/DR(Estt.)/AO(HC).  
3. All Deans/All HODs/All HOCs/All PICs/All Sectional Heads.  
4. The CMO & In-Charge(HC).  
5. All Employees, Pensioners, Students, Research Scholars, PDFs – via email.

**INDIAN INSTITUTE OF TECHNOLOGY  
(INDIAN SCHOOL OF MINES), DHANBAD - 826004**

Estt-27011/1/2021-ESTT

Date: 13 January, 2022

**OFFICE MEMORANDUM**

**Subject:- Extension of time for issue of new medical books to all beneficiaries of IIT (ISM), Dhanbad-regd.**

In partial modification of this Institute's Office Memorandum No. Estt-27011/1/2021-ESTT dated 07.12.2021, it has been decided by the competent authority that all the existing medical books will remain valid upto 31.03.2022, in view of the alarming pandemic situation of Covid-19. Therefore, the applications alongwith the requisite documents, if any, may be submitted by 15.03.2022 by all the serving/retired employees, family pensioners, students, Research scholars and PDFs for getting new medical books. In the meantime, new medical books would be issued with effect from 14.01.2022 to all those who have already submitted/ will be submitting their applications completed in all respects, alongwith the requisite documents, if any, to the concerned office. It is also mentioned that the medical treatment would be provided to all the beneficiaries on the basis of new medical books only with effect from 01.04.2022. Accordingly, old medical books issued by this Institute on or before 13.01.2022 will cease to be valid with effect from 01.04.2022.

Other contents of Office Memorandum No. Estt-27011/1/2021-ESTT dated 07.12.2021 will remain the same.



(P R K Sinha)  
Registrar (Actg)

CC:-

1. DT/Dy. DT/Dean (Admin)/RG Sectt.
2. JR (F&A) / JR (DTS) / DR (Estt) / AO(HC).
3. All Deans / All HODs / All HOCs / All PICs / All Sectional Heads – for information and necessary action.
4. The CMO & In – Charge (HC) -alongwith Blank New Medical Books (03 Nos.) for information and necessary action.
5. All Employees, Pensioners, Students, Research Scholars, PDFs – via email.

**INDIAN INSTITUTE OF TECHNOLOGY  
(INDIAN SCHOOL OF MINES), DHANBAD - 826004**

Estt-27011/1/2021-ESTT

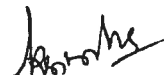
Date: 07 December, 2021

**OFFICE MEMORANDUM**

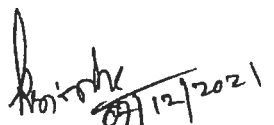
**Subject:- Providing of new medical books to all beneficiaries of IIT(ISM), Dhanbad-regd.**

Consequent upon the approval of the Competent Authority, it is hereby notified that, IIT(ISM), Dhanbad would be switching over from the existing system of providing medicines to all beneficiaries by the Health Centre of this Institute to the new system of providing medicines to all the beneficiaries of this Institute by the outsourced pharmacy tentatively from 01.01.2022.

1. In view of the above, it has been decided that the existing medical books would be replaced by new ones which would be issued to all four categories of the beneficiaries of this Institute, which are as under:
  - a. Serving and retired non-teaching employees and their dependents
  - b. Serving and retired faculty members and their dependents
  - c. Students/research scholars
  - d. Post Doctoral Fellows
2. For carrying out the process of replacement of existing medical books with new ones, it has been decided that: -
  - a. Establishment Section will process all the application forms of serving and retired non-teaching employees and their dependents.
  - b. Office of the Dean (Faculty) will process the application forms of serving and retired faculty members and their dependents.
  - c. Office of the Dean (Students Welfare) will issue the medical books to the students/research scholars on production of the Institute Identity Cards by the students/research scholars concerned.
  - d. Office of the Dean (R&D) will issue the medical books to the PDFs on production of the Institute Identity Cards by the PDFs concerned.
3. For this purpose, fresh application forms duly filled in along with the requisite documents viz. income certificate/copy of ITR etc. wherever needed are to be submitted by 31.12.2021 in the following manner :-
  - a. All serving and retired non-teaching employees shall submit their applications to the Establishment Section for obtaining the new medical books for themselves and their dependents.



- b. All serving and retired Faculty members shall submit their applications to the office of Dean (Faculty) for obtaining the new medical books for themselves and their dependents.
4. New medical books would be provided to all the beneficiaries by 14-01-2022. Thereafter, the old Medical books will cease to be valid w.e.f. 15-01-2022.
5. Initially the new medical books would be valid till 30.06.2023. Thereafter the medical books will require to be renewed on yearly basis.
6. Students/research scholars and PDFs who are registered in an academic year will be issued medical books, which shall also be subject to the renewal on yearly basis.
7. No Medical Facility would be available if the medical Books are not got renewed by 30th June every year.

  
Pradhan R K Sinha  
Registrar (Acting)

CC:-

1. DT/Dy. DT/Dean (Admin)/RG Sectt.
2. JR (F&A) / JR (DTS) / DR (Estt) / CMS & In – Charge (HC) / AO (HC)
3. All Deans / All HODs / All HOCs / All PICs / All Sectional Heads – for information
4. All Employees, Pensioners, Students, Research Scholars, PDFs – via email