<u>**Administrative Circular No. 15 /2014 dated 04.12.2014**</u>

Sub: Extension of date for submission of option under Post Retirement Medical Scheme for Retired as well as Institute Employees
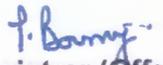
Ref.:   i)   Administrative Circular No.15/2011 dated 21.09.2011
       ii)   Administrative Circular No.03/2012 dated 25.01.2012
       iii)   Administrative Circular No.07/2012 dated 21.03.2012

Further to the Administrative Circulars referred above, the undersigned is directed to convey that the last date for submission of option to join Post Retirement Medical Scheme (PRMS) by the Pensioners/Family Pensioners (spouse only) as well as Existing Employees of the Institute is hereby **extended upto 31st December, 2014 as a one-time measure.** Thereafter no request to exercise the option will be entertained.

Accordingly, pensioners/family pensioners (spouse only) and existing employees of the Institute who are willing to join the scheme are requested to submit their options along with the requisite subscription under the terms and conditions of the scheme as circulated vide Administrative Circular No. 11/2011 & 12/2011 dated 18.08.2011 and the operating procedures & other classifications issued vide Administrative Circular No.20/2011 dated 27.10.2011.

However, newly joined staff members may submit their option within 31.12.2014 or within a period of three months from the date of their joining whichever is later.

This is issued with the approval of the Competent Authority.

Registrar (Offg.)

Copy to:

1. All Deans
2. All Chairmen/Professors-in-charge
3. All Heads of the Department/Centre/School/Section
4. PIC, Institute Information Cell- for displaying in the institute website.
5. PMO/SMO (Admn.), B C Roy Technology Hospital
6. Deputy Registrar (F&A)
7. Deputy Registrar (Audit)
8. Assistant Registrar (A/cs –II)
9. Assistant Registrar (E-III) – to report to the next meeting of BOG
10. All other Deputy Registrars/Assistant Registrars
11. General Secretary, IITTA/TEAK/IITEU/DCL
12. President, IIT Kharagpur Pensioners' Association
13. Secretary to Director
14. Secretary, Deputy Director's Office
15. Secretary Registrar's Office
16. Web Administrative Notice
17. ACSSC/ ERP