

**VISVA-BHARATI
SANTINIKETAN**



NOTIFICATION

This is to notify for information of all concerned that the procedure noted below shall be followed for issuing Medical Cards to the employees of the University:

1. Medical Card Application Form shall be uploaded in the University website.
2. Employees of the University will use downloaded Application Form submit the duly filled in Form with their recent photographs to the Establishment Section. The Establishment Section shall forward it to the Chief Medical Officer, P. M. Hospital (after verification) for issuance of Medical Cards.

Memo No: CPS/486/2024-25

Date: 05/08/2024

Registrar (Acting)
Visva-Bharati

कुलसचिव/Registrar(Acting)
विश्वभारती/Visva-Bharati

Copy forwarded for information & necessary action to:

1. All Heads of Academic/Administrative Departments/Sections/Centres/Offices
2. Chief Medical Officer, P. M. Hospital
3. Deputy Registrar, Establishment Section
4. Joint Registrar-cum-CS to Vice-Chancellor
5. P.A. to Registrar
6. University Webmaster with a request to upload the Notification in the University website.