



COTTON UNIVERSITY

Panbazar, Guwahati - 781001, India Website: www.cottonuniversity.ac.in

No. CU/GAD/2020/221/ 5532

Date: 09/09/2025

NOTIFICATION

The 39th Executive Council meeting of Cotton University held on 13th March, 2025 vide its Resolution no EC/2025/39/14, has accepted and approved the proposal of having a single Employee Group Medical Insurance for the faculty members and non-teaching staff under Grant-in-Aid of Cotton University.

In this regards, all the interested faculty members and non-teaching staff under Grant-in-Aid mode for the Group Medical Insurance are hereby requested to fill up the attached format and submit the same to Mr. Apurba Sharma, JTA, Computer Center, Cotton University on or before 20.09.2025

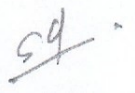
NB: - Use additional sheet if required.


Registrar
Cotton University

Memo No. No. CU/GAD/2020/221/ 5

Date: /09/2025.

1. PS to the Vice-Chancellor, Cotton University for kind appraisal of the Vice-Chancellor.
2. All the HoDs, Cotton University for kind information..
3. Finance Officer, Cotton University for information.
4. All HoS, Cotton University for kind information.
5. Mr. Apurba Sharma, JTA is directed to collect and compile the data.
6. Computer System Manager, Cotton University for necessary action to upload the Notification and the format in the university website.
7. Office File.


Registrar
Cotton University

Name of the employee	Employee Id	DOB	Gender	Phone Number
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Name	DOB	Gender		
Spouse				
Kids1				
Kids2				
Name	DOB			Annual Income
Father				
Mother				

Signature of the Teaching/Non-Teaching Staff