

**BITES LTD. / CORPORATE OFFICE / GURGAON  
(P&A DIVISION)**

No. BITES/PERS/40/Mediclaim/2019  
Dated.31.12.2018

**CIRCULAR**

With a view to avoid inconvenience to BITES employees while taking indoor treatment at hospitals or for any grievance/clarification retheir medical claim, M/s Paramount Health Services & Insurance (TPA) Pvt. Ltd. has nominated a dedicated team to cater to BITES employees, as detailed below.

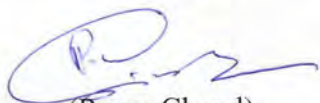
**Name & Contact Number**

SN	Name	Contact No.	E-mail Id
1	Mr. Shambu Sinha	9560019539	Shambu.sinha@paramounttpa.com
2	Ms. Gurpreet Kaur	9560053551	Gurpreet.kaur@paramounttpa.com
3	Mr.Safeek Ahamd	7042391036	<a href="mailto:Safeek.ahmad@paramounttpa.com">Safeek.ahmad@paramounttpa.com</a>
4	Mr. Amresh Singh	9312920200	Amresh.singh@paramounttpa.com

*Please note :- Mr. Shambu Sinha (Paramount's employee) is the person holding the helpdesk at ROC 1 from Monday to Friday from 1000 hrs. to 1700 hrs.*

The employee should contact their Executive indicated at S.No.1 above in the first attempt. The grievance may be escalated to higher levels subsequently after reasonable time.

The above Escalation matrix is also uploaded on the official BITES website under the link 'Employee Corner'.



(Puran Chand)  
Expert (Admn.)

**Copy to:**

Ex. Secy. to CMD/DGM/Spl. Secy. / DP, DF, DT, CVO.  
All EDs, All Divisional /SBU heads  
Secretary/CONCERT, Notice Board