



OFFICE OF THE FINANCE OFFICER  
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
(Formerly Bengal Engineering and Science University, Shibpur)  
P.O. Botanic Garden, Dist-Howrah - 711 103

Circular No: Cash/009/Sept-2014

Dated, 26 September 2014

C I R C U L A R

All the Faculty members, Officers, Staff members and Mess Employees of the Institute are requested to draw their Salary/Subsidy for the month of **September 2014** on **29 September 2014 (Monday)** through United Bank of India, BESUS Branch during banking hour.

*Scd/-*  
(Tapan Kumar De)  
Accounts Officer

Circular No: Cash/009/Sept-2014(13)

Dated, 26 September 2014

Copy forwarded for information to:-

- 1) All Heads of the Departments/Directors of Schools/Centres
- 2) The Registrar
- 3) The Finance Officer (Acting)
- 4) The Controller of Examinations (Acting)
- 5) The Audit Officer
- 6) The Medical Officer
- 7) The Deputy Librarian
- 8) The Executive Secretary to the Director
- 9) All Hostel Superintendents
- 10) The Senior Superintendent, Office
- 11) The Workshop Superintendent
- 12) The In-charge, Athletic Club
- 13) The Junior Superintendent, Record & Despatch
- 14) The Junior Superintendent, Cash (with 2 spare copies)
- 15) The Branch Manager, UBI, BESUS Branch
- ✓ 16) Institute Website

*S*  
*26/09/14*  
(Tapan Kumar De)  
Accounts Officer

*A. D. De*