



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/001/Jan-2015

Dated, 29 January 2015

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 January 2015 on 30 January 2015 (Friday) through United Bank of India, BESUS Branch during banking hour.

Sd/-
(Tapan Kumar De)
Accounts Officer

Circular No: Cash/001/Jan-2015 (17)

Dated, 29 January 2015

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 Deputy Registrar (R & C)
- 6) The Deputy Registrar (Audit)
- 7) The Medical Officer
- 8) The Deputy Librarian
- 9) The Personal Secretary to the Director
- 10) All Hostel Superintendents
- 11) The Senior Superintendent, Office
- 12) The Workshop Superintendent
- 13) The In-charge, Athletic Club
- 14) The Junior Superintendent, Record & Despatch
- 15) The Junior Superintendent, Cash (with 2 spare copies)
- 16) The Branch Manager, UBI, BESUS Branch
- ✓ 17) Institute Website

A
29/01/15
(Tapan Kumar De)
Accounts Officer