



**Dean of Students Affairs**

**Indian Institute of Engineering Science & Technology, Shibpur**

No. AP/2612/01

Date: 26.12.2022

To

Dr. Ujjal Bhattacharjee,  
Asst. Professor,  
Dept. of Chemistry  
IEST, Shibpur,  
Howrah-3.

Sub: Appointment letter for Wardenship of A.K.Seal Hall (Hostel-10)

Dear Prof. Ujjal Bhattacharjee,

I have been informed by Chief Warden that, the Director pleases to appoint you as Warden of the A.K.Seal Hall (Hostel-10) w.e.f. 30.12.2022 until further orders. Your job assignment includes monitoring the day to day function of the Hostel, welfare, Security of the Boarders, Arrangement of proper Messing system in the Hostel and related Administrative duties. The Warden is at present entitled to unfurnished quarter adjoining or near the Hostel, an Honorarium of Rs.2500/- and mobile bill as determined by the Institute authority. You are requested to kindly submit your acceptance letter to the Chief Warden or the undersigned.

Thanking you,

Yours Sincerely,

  
(A.K.Mitra)

Asst. Registrar (Admn.)

Copy to:-

- (1) Office of the Director
- (2) The Chief Warden,
- (3) Prof. Nillohit Mukherjee, Warden A.K.Seal Hall (Hostel-10) is thanked for his contribution to the Hall. He is requested to kindly hand over the charge to the newly appointed Warden w.e.f 30.12.2022.
- (4) Dean of Students Affairs, Chairman of HMC & CW,
- (5) The Registrar,
- (6) The Dy. Registrar (Finance),
- (7) The Internal Audit,
- (8) Institute Website.