



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. R00/631/24

Date: 02/07/2024

ORDER

This is for information of all concerned that the following procedures will, henceforth, be applicable for all the stakeholders of the Institute before getting confirmation for availing the dining facilities in the Institute Guest House.

1. The boarders are eligible to avail of the dining facilities (breakfast, lunch, dinner, snacks etc.) in the guest house.
2. The dining facilities may be availed by the employees of the Institute or their guests visiting for official purposes. The following procedure shall be followed to make dining facilities available:
 - a) One intimation should be sent to the Faculty In-charge, Guest House, through e-mail (guesthouse@iests.ac.in) by the employees who intend to avail of dining facilities well in advance, preferably 12 hours prior. The number of persons, time of availing dining facilities, and purpose shall be mentioned.
 - b) The Faculty In-charge of the Guest House shall inform the Manager of the Maintenance Contractor engaged for the guest house with a copy sent to the employee.
 - c) Then, the employee shall talk with the Manager (Mobile No. 6289605006) regarding the menu for breakfast, lunch, dinner, etc.
 - d) In the case of Institute programs like workshops, seminars, conferences, short-term courses, and other Institute/Departmental programs, the arrangement of food may be made in the lounge. The procedure mentioned in Sl. No. 2 [(a) - (c)] shall be followed.

This is issued with the approval of the competent authority.

Sd/-
(Dr. H.P. Sharma)
Registrar (Actg.)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Heads of the Departments/Schools/Centre
3. Faculty In-Charge, Guest House
4. All Officers
5. Institute Website


(Dr. H.P. Sharma)
Registrar (Actg.)