



OFFICE OF THE REGISTRAR
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No: RMS/185/26

Date: 24 April, 2026

Circular

This is to notify to all Non- Teaching Employees including the Officers, Technical Staff, Ministerial Staff and Supporting Staff of IEST, Shibpur to submit their own APAR (Annual Performance Appraisal Report) for the Year 2025-2026 in the prescribed format available in the Institute website to their respective HODs/Controlling Officers within 11th May, 2026 positively and accordingly the Controlling Heads/Officers are requested to evaluate the same & send with specific remarks, if any, in the sealed envelope to the undersigned by the 18th May, 2026 for inclusion in their individual APAR files.

Registrar

Memo No. RMS/185/26 (7)

Date: 24 May, 2026

Copy forwarded for information and necessary action: -

1. The PS to the Director
2. All Deans
3. All Heads of the Deptts./Centres/Schools
4. All Officers/Section In Charges
5. All Wardens /Hostel Superintendents
6. The I/C (Record Section) for guard file
7. Institute website.

Registrar