



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/478/25

Date: 18 Sept., 2025

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 2024-2025 in the prescribed format available in the Institute website to their respective HODs/Controlling Officers within 7th October, 2025 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 14th October, 2025 for inclusion in their individual APAR files.


Registrar

Memo No. RMS/478/25 (7)

Date: 18 Sept., 2025

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