



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office Of The Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

Order No: RMS/492/25
Date: 07/10/2025

Circular

This is to inform all concerned that individuals currently residing in Government accommodation within the Institute campus are required to submit the enclosed Declaration Form, duly filled in by the allottee, for the purpose of up-to-date data collection and future campus planning.

The completed form must be submitted to the undersigned through the Record Section within 15 (fifteen) days from the date of issuance of this circular.

This circular is issued with the approval of the Competent Authority.

Sd/-
(Dr. Bivore Das)
Assistant Registrar (Estate)

Copy forwarded for information and necessary action to:

1. P.S. to the Director
2. All Deans
3. All Heads of the Departments/Schools/Centres
4. All Wardens (Hostels / Halls)
5. All Officers
6. Supdt. of Workshop
7. Record Section – with a request to collect the “Declaration Form” and forward to the Assistant Registrar after closing date i.e. 15 (Fifteen) days from the date of issuance of the circular
8. File copy
9. Institute Website


Assistant Registrar (Estate)



Declaration Form

As per the residential quarter allotment order number Dated
I am residing the Quarter No.....along with the following members as residents whose
details are mentioned below.

Sl. No	Name of resident	Relation with allottee	Age	Government Identity Card Number (Aadhar Card/Voter Card ...etc)
1.				
2.				
3.				
4.				
5.				
6.				

The photocopies of Aadhar Cards of the residents attested by the undersigned are attached
with the declaration form for official record.

Name of Allottee:

Department/School/Centre/Section:

Signature of Allottee with date