



নিবন্ধক কার্যালয় / कुलसचिव कार्यालय / Office of the Registrar
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

Circular No. **RMS / 579** /25
Dated, December **05**, 2025

CIRCULAR

The Institute is in process of strengthening the security control system within the campus in a phase manner. Based on the recommendations of the committee constituted for this purpose and with the approval of the Competent Authority, vehicle access will now require an officially issued Gate Pass.

In the first phase, Gate Passes in the form of Vehicle Stickers will be issued to all employees of the Institute (both regular and contractual) who enter the campus using their four-wheelers or two-wheelers.

All employees are therefore requested to submit the filled -in application form (enclosed) to the OIC (Security) by **15th December 2025**, along with the required supporting documents. The approved Gate Passes will be issued by the Establishment Section-II.

All are requested to extend full co-operation in implementing the strengthened vehicle movement and security control system on campus.

This is issued with the approval of the Competent Authority.


Registrar

Copy to –

- 1) All Deans/Associate Deans - With a request to inform all staff members
- 2) All Heads of the Department/School/Centre under their control.
- 3) The Chief Warden
- 4) All Hall/Hostel Superintendents - With a request to inform all Hostel/Mess employees under their control.
- 5) All Officers
- 6) PS to the Director
- 7) PS to the Registrar
- 8) Institute Website

To
The Registrar
IEST, Shibpur
Howrah – 711103.

Sub : Requisition for Vehicle Sticker.

Sir,

In response to the Office Circular No....., dated,December, 2025, I would like to obtain the vehicle sticker for using my vehicle inside the Institute campus. In this context, I hereby furnish the necessary particulars for kind perusal and necessary action.

1. Name :

2. Designation :

3. Employee Code :

4. Department/Office :

5. Permanent Address :

6. Present Address

7. Mobile No.(Self) :

8. Mobile No (Nest to Kin):

9. Copy of RC Book :

10. Type of Vehicle & No. : Motor Cycle / Scooty / Car & _____

11. Driving Licence No. :
(Self / Driver)

Date :

(Signature of the Individual)

Sticker No.

Date of Issue :

Valid upto :