



No: RMS/194/21

Dated: 17 March, 2021

CIRCULAR

The undersigned is pleased to inform all concerned that an updated database draft for Non-Teaching Employees of IEST, Shibpur has been prepared on the basis of data already incorporated in the Service Book as on date of individuals with a view to implement restructuring of non teaching employees of the Institute in conformity with the communication Memo. No- F No 32-7/2020- TS III dated 19th November, 2020 issued by the MHRD, Govt. of India. The database as mentioned above is available in the Establishment Section, 5th Floor, Administrative Building.

All concerned are hereby requested to check the individual's data from 18.03.2021 to 25.03.2021 during office hours and inform Mr. A. K. Ghosh, Senior Superintendent, if any discrepancy is found. Otherwise, it will be considered as correct and final, and will be used for restructuring process.

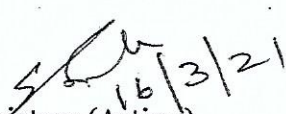
Sd/-
(Prof. Suranjan Sinha)
Registrar (Acting)

Memo No. RMS/194/21 (7)

Dated. 17 March, 2021

Copy forwarded for information and necessary action to:

1. The P.S. to Director
2. All Deans
3. All Head of the Dept./Centres/Schools
4. All Officers
5. All Section In-Charges
6. The Supdt.(Record Section) for guard file
7. Institute website.


Registrar (Acting)