



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
(formerly Bengal Engineering and Science University, Shibpur)  
HOWRAH – 711 103

No.23F/2016-17/189

Date: 31-01-2017

C I R C U L A R

Ref : Memo No.239/14 dated 29.08.2012 and No. 23F/2015-16/043 Dt. 29.06.15

All Heads of the Departments are requested to send the attendance report of the Scholars and Fellows attached to the Departments/Schools/Centers positively by the 1<sup>st</sup> day of the following month for smooth payment of their scholarship/fellowship possibly within 10<sup>th</sup> day of the next month.

If attendance report received after 2<sup>nd</sup> day onwards, bill will be processed after receiving attendance report from all the Departments/Schools/Centers.

It is requested to send the attendance report in our email [attendancetiist@gmail.com](mailto:attendancetiist@gmail.com).

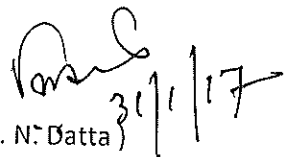
Your kind cooperation is highly solicited in this regard.

Sd/- S. N. Datta

Finance Officer (Actg.)

Copy to :

- 1) Dean, Academic Affairs
- 2) All Heads of the Departments
- 3) All Directors of Schools/Centers
- 4) Deputy Registrar(Audit)
- 5) Assistant Registrar(Accounts)
- 6) Personal Secretary to the Director
- 7) Institute Website
- 8) File Copy

  
( S. N. Datta )

Finance Officer (Actg.)

Indian Institute of Engineering Science & Technology  
Shibpur, Howrah-711103, West Bengal, India.