



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No: 3170/D(AA)18

Date: 09 Jan, 2018

NOTICE

This is to notify to all concerned that with a view to verify the updated service record in the service book, all the non-teaching employees of IEST, Shibpur are hereby requested to meet the Sr. Superintendent (Establishment Section, 5th floor, Administrative Building) in cadre/designation wise (as per University system) at the following dates as mentioned below against each along with a copy of salary slip of the last month.

Sl. No	Name of Cadre/ Designation	Dates (from 3pm to 5pm on each day)
1.	Peon	09.01.2018 & 10.01.2018
2.	Helper & Sweeper	11.01.2018 & 12.01.2018
3.	Sr.Suptd., Jr. Suptd.,Sr.Asstt.& Jr. Asstt.	23.01.2018 & 25.01.2018
4.	Durwan, Driver, Farash, Binder	30.01.2018 & 31.01.2018
5.	Cook, Stenographer	01.02.2018 & 02.02.2018
6.	Supdt.(Tech.) & Technical Asstt. (Gr.I &II)	05.02.2018 & 06.02.2018
7.	Mali,Tel.Operator,Workshop Attdnt. & Mechanic	07.02.2018 & 08.02.2018
8.	Officer	09.02.2018 & 12.02.2018

This is issued with the concurrence of the competent Authority.

Sd/-
(Dr. Bivore Das)
Assistant Registrar
Date: 09 Jan, 2018

Memo No: 3170/D(AA)18(8)

Copy forwarded for information and necessary action to:

1. All Deans/ Associate Deans
2. All Head of the Deptts. / Centres / Schools
3. All Officers
4. All Hostel Supdts./ Wardens
5. All Section In Charges
6. The PS to the Director
7. The Jr. Supdt.(Record Section) for guard file
8. Institute website.


Assistant Registrar

