



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

No.23F/2015-16/192

Date: 29.02.2016

**NOTICE**

All Heads of the Departments are kindly requested to note that all bills are to be submitted by 8<sup>th</sup> of March, 2016 to the Accounts Section in order to arrange payment for the same by this financial year.


If there is any objection to any bill, the same has to be submitted to the Accounts Section by 15<sup>th</sup> of March, 2016 with proper justification.

No bills will be accepted after this deadline until and unless it is permitted by the competent authority.

Sd/- S. N. Datta  
Finance Officer (Actg.)

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of the Departments/ Schools /Centres
3. All Officers
4. Accounts Section
5. Personal Secretary to the Director
6. Institute Website
7. File Copy.

  
29/2/16  
Finance Officer (Actg.)