



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RMS/308/24

Date: 08.08.2024

CIRCULAR

It is hereby requested to all Deans/Heads of the Departments/Schools/Centres, Officers, FICs and Section-in-Charges to submit a report regarding hourly utilization of all non-teaching employees (permanent, contractual and outsourced) who are engaged in the academic as well as other official works under their control.

Proforma of Report

Sl. No.	Name of the employee	Designation/Category	Department/Section/Office	Duties assigned to him/her	Time utilization on various duties assigned (10.00 A.M. to 6.30 P.M.)			Remarks
					Day/Time	F/N	A/N	
					Monday			
					Tuesday			
					Wednesday			
					Thursday			
					Friday			
					Saturday			

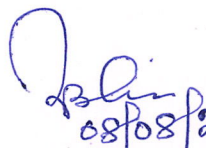
The filled-in report in the above format has to be submitted positively by 14th August 2024 to the Office of the Registrar.

This is issued with the approval of the competent authority.

Sd/-
(Dr. H.P. Sharma)
Registrar (Actg.)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Heads of the Departments/Schools/Centres
3. All Officers/FICs/Section-in-Charges
4. Record Section
5. Institute Website


08/08/2024
(Dr. H.P. Sharma)
Registrar (Actg.)