



**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/303/24

Date: 06.08.2024

**CIRCULAR**

This is for information of all concerned that a Performance Report (mentioned below) of all outsourced employees under their control is to be submitted to the Assistant Registrar (Administration) on the last working day of each month along with the attendance sheet. For the month of July, 2024, filled-in format may be submitted latest by 9<sup>th</sup> August 2024 for release of wages for July, 2024.

**Proforma of Performance Report**


Sl. No.	Name of outsourced employee	Category (Highly Skilled/Skilled/Semi-skilled/Unskilled)	Department/Section/Office, etc.	Duty assigned to him/her	Devotion to his/her duty	Time utilization on various duty assigned	Successful completion of duty assigned (yes/no)	Remarks

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/Section In-charges
4. FIC, Hospital
5. Ramanujan Central Library
6. Record Section
7. Institute Website

  
06/08/2024  
(Dr. H.P. Sharma)  
Registrar (Actg.)