



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(formerly Bengal Engineering and Science university, Shibpur)
Howrah-711103

No. 23F/2017-2018/171

Date:-02.01.2018

CIRCULAR

All concerned are hereby informed that Children Education Allowance will be disbursed in the month of January, 2018 Therefore, all are requested to submit their claim for reimbursement under "Children Education Allowance Scheme" in the Prescribed format by 15th January, 2018 to the Accounts section(Mahua Bandyopadhyay) between 11.30 A.M and 5 P.M)excepting lunch time.

Please note that the Academic year means complete 12 months either from January to December, or April to March and also this allowance is meant for a particular class of study.

The Claim form and detailed norms for reimbursement are available on our website.


Sd/- S.N.Datta

Finance Officer (Actg.)

Copy forwarded for information and necessary action to :-

- 1.All Deans
- 2.All Heads of Departments
- 3.All Officers
- 4.All Section in-Charges
- 5 Personal secretary to the Director
- 6.Institute Website.
- 7.File copy

--with the request to kindly circulate amongst the employees in his/ her department/ Office /Section.


21/1/18
Finance Officer (Actg.)