



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

No.23F/2015-16/159

Date : 04.01.2016

C I R C U L A R


All concerned are hereby informed to submit claim for reimbursement under Children Education Allowance Scheme in the prescribed format by 20<sup>th</sup> January, 2016 to the Accounts Section.

The claim form and detail 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 Department
  3. All Officers
  4. All Section in-charges
  5. Personal Secretary to the Director
  6. Institute Website
  7. File Copy
- All are requested to kindly circulate among the employees under his/her Department/ Office/Section.

  
4/1/16  
( S. N. Datta )  
Finance Officer (Actg.)