



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

(formerly Bengal Engineering and Science university, Shibpur)

Howrah-711103

No. 23F/2016-2017/171

Date:-05.01.2017

CIRCULAR

All concerned are hereby informed that Children Education Allowance will be disbursed in the month of January, 2017 Therefore, all are requested to submit their claim for reimbursement under "**Children Education Allowance Scheme**" in the Prescribed format by 13th January, 2017 to the Accounts section(Shri Subir Ghosh & Shri Asit Kumar Parui between 11.30 A.M .and 3 P.M)

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.


5/1/17
Finance Officer (Actg.)