



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/5004/16/1/3/3(G)

Dated April, 12 2016

A Panel for Garage allotment will be prepared on the basis of the Garage Allotment Norms.

Accordingly applications are invited in the prescribed format from the Staff members who reside in the IEST, Shibpur Campus and an owner of a car.

Allotment of Garage shall be made strictly from the panel as per seniority.

Notes:

- 1) This panel will remain valid for a period of two years from the date of finalisation of the panel.
- 2) Staff members having Basic Pay Rs. 21000/-(old Rs. 8000/-) and above will only be eligible to apply as per prescribed proforma annexed herewith.
- 3) Applications of the staff members who reside within the campus will be considered.
- 4) Staff members who have already applied for a Garage prior to this Circular may also apply for empanelment of their names.
- 5) Xerox copy of the Blue Book/Smart card duly (attested) has to be attached with the application.

Application must reach the Record Section by 29.04.2016 at the latest after that no application will be considered.

Sd/-
(B. Bandyopadhyay)
Registrar

Memo. No. RMS/5004/16(8)
/1/3/3(G)

Dated April, 12 2016

Copy forwarded for information and for circulation to:

1. All Deans / All HODs / All Director of Schools / Centres
2. All Officers
3. PS to the Director
4. The Caretaker
5. All Sections-in-charges
6. The Record Section (Please send all such applications received within the stipulated time)
7. File copy
8. Institute Website

12/4/16
Registrar

APPLICATION FORM

To
The Registrar
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711103

Sir,

In reference to the Circular No. _____/1/3/3(G) dated _____
2016; I am furnishing the following information for your kind perusal and necessary
action:

1. Name :
2. Father's/Husband's Name :
3. Designation :
4. Department :
5. Present Address :
6. Parmanent Address :
7. Date of 1st Appointment :
8. Date of joining in the present post :
9. Present Scale of Pay . :
10. I) Present Basic Pay . :
II) Date of attainment of the basic pay to
achive eligibility :
11. Date of Birth :
12. Photocopy (attested) of the Blue Book
Whether enclosed :

Yours faithfully

Dated:

(Full Signature of Applicant)