



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

No.12F/2016-17/042

Dated : 27.06.2016

NOTICE

Sub : **Issuance of Form 16 & Form 16A**


This is for kind information to all the Faculty and Staff members that the **Form No. 16** for the financial year **2015-16** may be collected from the **Accounts Section** on and from **27.06.2016** on all working days from **10.00 a.m. to 1.00 p.m.**

It is also notified that the **suppliers/vendors** may also contact the Accounts Section for collection of **Form No. 16A** from the same date between **2.30 p.m. and 4.30 p.m.** on **Wednesday and Friday** only.

Sd/- S. N. Datta
Finance Officer (Actg.)

Copy to :-

- 1) All Heads of the Departments / Schools / Centres
- 2) All Officers
- 3) All Sr. Superintendents / Jr. Superintendents
- 4) Personal Secretary to the Director
- 5) Institute website
- 6) File Copy.


27/6/16
Finance Officer (Actg.)