



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

No.23F/2016-17/066

Date : 20.07.2016

**CIRCULAR**

Sub : **Identity Card for Pensioners**

This is to bring to the kind notice of all pensioners of this Institute for issuance of Identity Card, please contact Pension Section with the following documents on all working days in order to issue Identity Card :

- (1) Joint/Single Passport size photograph – 3 copies
- (2) Photocopy of Bank Passbook
- (3) Photocopy of Cheque leaf
- (4) Photocopy of Aadhaar Card (mandatory)
- (5) Photocopy of Voter Card
- (6) Blood Group (Mandatory)
- (7) Date of Birth of Nominee with supporting document


Utmost efforts will be given to issue the Identity Card on the same day.

2. In this context it is also to inform that there will be a separate section on the website where all circulars / orders / forms will be available pertaining to Pensioners of the Institute.

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

Copy to :

1. Sm. Srijoyee Das – for uploading on our website.

  
20/7/16  
(S. N. Datta)  
Finance Officer (Actg.)