



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS  
Indian Institute of Engineering Science and Technology, Shibpur  
(Formerly Bengal Engineering and Science University, Shibpur)  
P.O.: Botanical Garden  
Howrah – 711 103

No. 1927/D(AA)/17

Date: 09 Jan, 2017

**CIRCULAR**

This is for information to all concerned that an arrangement has been made for enrolment as well as for printing of PVC based Aadhaar Card for the employees and students of IEST, Shibpur. " In Media Computer Services LLP " will set up a camp for enrolment and for printing PVC based Aadhaar Card from the 19<sup>th</sup> January, 2017 to the 22<sup>nd</sup> January, 2017 at Institute Hall as per the following schedule:

- 19<sup>th</sup> & 20<sup>th</sup> ----- Employees and their family members  
a) for new enrolment  
b) for printing of PVC based Aadhaar Card (Optional)
- 21<sup>st</sup> & 22<sup>nd</sup> ----- Students of IEST, Shibpur  
a) for new enrolment  
b) for printing of PVC based Aadhaar Card (Optional)

**Documents required for new enrolment :---**

Proof of identity & proof of address ( namely voter card, passport, driving license, Govt. Service identity card, Bank Passbook, BPL card etc ). Physical presence is also required against each enrolment for new or rectification and activity will done through biometric consent. For minors, minimum age should be 5 years for enrolment. Documents required: Birth certificate & school certificate. Aadhaar of infants will be done in presence of their guardian.

**Printing of PVC based Aadhaar card :-**

PVC based Aadhaar card will be issued to individual resident who have already received their Aadhaar number or Enrolment slip.

Please note that in case of minors (i.e ages below 18years) they require the EID slip for processing their Cards since UIDAI does not permit access to database for downloading E-Aadhaars.

Processing fee for such cards shall be @Rs.50.00 per card. Number of card against same Aadhaar number can be taken from them.

Cotd. on page-2

Documents required for PVC based Aadhaar Card :---

Photocopy of Aadhaar Card on E-Aadhaar or Enrolment slip. No physical presence is required.

In case of fresh enrolments or rectification, those who are willing to opt for PVC Aadhaar card, a processing fee (ie. Rs.50.00) will be charged after issuance of Acknowledgement slip in advance. The PVC base Aadhaar Card will be delivered to the institute after the Aadhaar has been generated. The estimated time gap for such cases is 30 days depending on Aadhaar generation/change request effects.

No processing fee shall be charged from the resident only for new Enrolment where no PVC Aadhaar Card is required.

This is issued with the concurrence of the Director.

Sd/-  
(Dr. Bivore Das)  
Assistant Registrar

Memo No. 1927/D(AA)/17 (8)

Date: <sup>9th</sup> 6<sup>th</sup> Jan, 2017

Copy forwarded for information and necessary action to:

1. All Deans/ Associate Deans
2. All Head of the Deptts. / Centres / Schools
3. All Officers
4. All Hostel Supdts.
5. All Section-in-Charges
6. The PS to the Director
7. The Jr. Supdt.(Record Section) for guard file.
8. Institute website.

  
Assistant Registrar