



PROFESSOR BICHITRA KUMAR GUHA
DEAN, FACULTY AFFAIRS

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No. 1363 /D (FA)/16

Date: 23/9/16

NOTICE

This is for information and necessary action to all the faculty members of IEST, Shibpur that the Service Books have been updated till July, 2016 except for those who are yet to submit relevant documents and for those whose last pay fixation order copies are yet to be received by this office.

The faculty members are requested to vet their service books as per the following schedule on all working days at the Office of the Dean, Faculty Affairs, IEST, Shibpur (Faculty Establishment Section- 5th floor). They are requested to bring their second copy of Service Book and get it updated. If any faculty member does not have a second copy, please register the same at the Establishment Section by stating name, department, and designation.

The faculty members who are yet to submit their nominations are requested to submit the same at the earliest.

Faculty members are also requested to enquire at the Establishment Section about the documents to be submitted for updating of service books.

Time Schedule: First Half: 11.30 am to 1.30 pm
Second Half: 4.30 pm to 6.30 pm

Sd/-
(Bichitra Kumar Guha)
Dean, Faculty Affairs

Copy forwarded for information and necessary action to:

1. All Deans
2. All Head of the Departments- with a request to inform the faculty members of the department
3. The Junior Superintendent, Record Section
4. The Junior Superintendent, Office of the Dean Faculty Affairs
5. The Senior Telephone Operator- EPBX- for communicating the same
6. The Institute Web site
7. The Personal Secretary to the Director
8. Office copy, Office of Dean Faculty Affairs

BKG
23/9/16
Dean, Faculty Affairs