



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

No.23F/2017-18/124

Date : 30.10.2017

C I R C U L A R

Sub : Attendance Report of Scholars / Fellows

Ref : (1) Memo No.239/14 dated 29.08.2012 issued by the Vice Chancellor
(2) Circular No.23F/2015-16/043 dated 29.06.2015;
Circular No.23F/2015-16/134 dated 03.11.2015; and
Circular No.35F/2011-12/186 dated 28.02.2012 issued by this office

All the Heads of the Departments, Schools and Centres are once again requested to send the attendance report of all the PG (GATE) and Ph.D. Scholars of his/her departments **positively by 2nd day of the following month** to the Office of the Finance Officer by e-mail at: attendanceiist@gmail.com. Kindly ensure this for timely release of Scholarships / Fellowships.

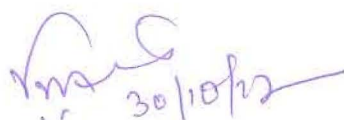
Moreover attendance report of CSIR fellows to be sent by **10th day of every month**, as per CSIR norms.

This may be treated as very urgent.

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

Copy forwarded for information and necessary action to :

1. Dean, Academic Affairs
2. All Heads of Department / Schools / Centres
3. Personal Secretary to the Director
4. Institute Website (both in student page and faculty page)
5. File Copy


(S. N. Datta)

Finance Officer (Actg.)

Finance Officer (Actg.)
Indian Institute of Engineering Science & Technology
Shibpur, Howrah-711103, West Bengal, India.