



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

2530/D(AA)/17

Office Order No: -----/4/5/23A

Date: 20 June, 2017

ORDER

Subject:- a) Grant of Ad-hoc Bonus to the State Govt. Employees (Non –Optee) of IEST, Shibpur for the year 2016-2017 as per the Memo. No. 3707-F (P₂)/FA/O/2M/493/12, dated the 13th June, 2017 issued by the Finance Deptt. , Audit Branch, Govt. of West Bengal.

b) Grant of Interest Free Festival Advance to the State Govt. Employees (Non–Optee) of IEST, Shibpur for the year 2017 as per the Memo. No. 3708-F (P₂)/FA/O/2M/493/12, dated the 13th June, 2017 issued by the Finance Deptt. , Audit Branch, Govt. of West Bengal.

In pursuance of the Memo. 3707-F (P₂)/FA/O/2M/493/12, dated the 13th June, 2017 & 3708-F (P₂)/FA/O/2M/493/12, dated the 13th June, 2017 respectively, issued by the Finance Deptt. , Audit Branch, Govt. of West Bengal, the Director is pleased to sanction Ad-hoc Bonus @ Rs. 3,600/- per head for the State Govt. Employees (Non - Optee) of IEST, Shibpur for the accounting year 2016-2017 who were drawing revised emoluments not exceeding Rs.26000/- as on 31st March, 2017 and the State Govt. Employees (Non - Optee) of IEST, Shibpur who were drawing revised emoluments exceeding Rs.26000/- but not exceeding Rs.36000/- as on 31st March, 2017 are hereby sanctioned Interest Free Festival Advance up to a maximum of Rs.5000.00 per head for the year 2017.

This is issued with the concurrence of the Director .

Encl- Application format for Festival Advance

2530/D(AA)/17

Memo No-----/4/5/23A(7)

Sd/-


(Dr. Bivore Das)

Assistant Registrar

Date: 20 June, 2017

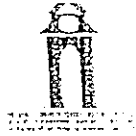
Copy forwarded for information and necessary action to:

1. The Finance Officer (Actg.)
2. The Dy. Registrar (Audit)
3. The Accounts Officer
4. The Assistant Registrar (Accounts)
5. The PS to the Director
6. The Jr. Supdt.(Record Section) for guard file
7. Institute website.


20/6/17

Assistant Registrar





INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
APPLICATION FOR GRANT OF FESTIVAL ADVANCE

1. Name in full (in block letters) : _____
2. Designation : _____
3. Emp. Code No. : _____
4. Intercom/Telephone No. : _____
5. E-Mail Address : _____
6. Present Pay (basic and grade pay) : _____
7. Amount of advance required(max Rs. 5000,00) : _____
8. Number of instalments in which you would like to repay it. (Not exceeding 10 months) : _____
9. Festival for which advance is required and the date on which the festival falls. : _____
10. Whether permanent, or contractual. : _____
11. If contractual, state name of the surety with his designation. : _____
12. Did you take a similar advance, previously, if so state the month and year in which it was taken : _____
13. If answer to 12 above is 'yes' please state when the advance has been fully repaid. : _____

I certify that the facts stated above are true and correct to the best of my knowledge and belief.

Dated : _____

(Signature of applicant)