

Dated: 07.06.2017

CIRCULAR

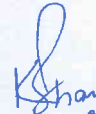
All the Research Scholars / Assistants attached to the different Research/Consultancy Projects who are drawing their monthly Fellowship / Remuneration from the Office of the Dean, Research and Development are requested to submit their HRA Declarations for the Financial Year 2017-18 in prescribed format available from this office as well as from the Institute's website.

Last date of submission: 16.06.2017

Sd/-
(Prof. Kalyan Kumar Bhar)
Dean
Research and Development

Copy forwarded for information to:

1. Dean, Administrative Affairs
2. Dean, Students Affairs - with a request to certify the HRA Declaration of the incumbent.
3. Dean, Academic Affairs
4. Deputy Registrar (Audit)
5. Accounts Section (R&D)
6. File Copy
7. Website Copy

Dean  08.06.17
Research and Development

**Prof. Kalyan Kumar Bhar
Dean, Research and Development
Indian Institute of Engineering
Science and Technology, Shibpur
Howrah-711 103, West Bengal, India**

HRA Declaration for the year 2017-18

To
The Dean (Research and Development)
IEST, Shibpur
Howrah - 711103
West Bengal, India

Ref.: Institute Project Code:

Sir,

I do hereby declare that I am enjoying / not enjoying any accommodation provided by the IEST, Shibpur authority (attached **Annexure - A**) or any Govt. undertaking or Local Authority or Govt. Housing which is allotted in favour of me or in favour of my spouse / son / daughter / parents / brothers / sisters. (strike out whichever is not applicable).

Date:

Yours faithfully,

Name :

(Signature of incumbent)

Designation :

Department :

Contact No. :

E-mail :

Signature of PI
(With date & seal)

Enclo.:

1. Annexure - A

Annexure - A

To
The Dean (Student Affairs)
IEST, Shibpur
Howrah - 711 103, West Bengal

Sub: Issuing for accommodation/ no accommodation certificate (FY : 20.....-.....)

Respected Sir,

This is for your kind information that I am a JRF/SRF/RA/Project Assistant/ Technical Assistant/
Project Assistant/ Project Staff/ [Others (please specify)]..... attached with the
following project:

- i) Project Code:.....
- ii) PI:.....
- iii) Department/school/centre:.....

I have been/ have not been provided with an accommodation by the Institute Authority. I do hereby
request you to kindly issue a certificate that I do/ do not occupy an accommodation provided by the
Institute Authority.

Thanking You.

Yours sincerely,

(Signature of incumbent)

Forwarded

Name :
Designation :
Department :
Contact No. :
E-mail :

(Signature of PI)

Certified that, the incumbent do/do not occupy an accommodation provided by the IEST, Shibpur
authority. [Accommodation details (if provided).....]

(Signature of Dean, Student Affairs)
IEST, Shibpur