

**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
(Formerly, BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

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No.: *RMS/6579/18*  
/1/9/13

Dated: 28<sup>th</sup> February, 2018

Circular

This is information to all concerned that those employees who will participate on the convocation day i.e. on 4<sup>th</sup> March, 2018 and / or will work for the convocation on 2<sup>nd</sup> March, 2018 and 3<sup>rd</sup> March 2018 as specified by the respective convenors / Heads of the departments / Concerned Officers will be allowed compensatory casual leave for each day on the recommendation of the concerned Convenors /HODs/Officers.

This is issued with the concurrence of the Director.

Sd/-  
(Dr. Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and necessary action to:

1. Director
2. All Deans /All Heads of the Departments/ Schools/ Centres
3. All Officers
4. All Hostel / Hall Wardens
5. Superintendent of Workshop
6. PS to the Director
7. All Sections in Charge
8. Institute Website
9. All Notice Board
10. File Copy

*M*  
*28/2/18*  
Registrar