

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

No.141F/2018-19/013

Date : 19.04.2018

C I R C U L A R

Sub : Submission of LTC Bills

In order to ease out of the processing of LTC bills, all are requested to submit these bills to the Receiving Section of the Office of the Finance Officer.


This will be effective from the financial year 2018-19.

Other procedures will remain same.

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

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of Department
3. All Officers
4. All Sections in-Charges
5. Personal Secretary to the Director
6. Institute Website
7. File Copy


19/4/18
(S. N. Datta)
Finance Officer (Actg.)