



**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

No.:-----  
2415/D(AA)/17

Date: 22 May, 2017

**CIRCULAR**

This is for information to all concerned that the Director desires to meet the Non – Teaching Employees of IEST, Shibpur on 23<sup>rd</sup> May, 2017( Tuesday) at 5.00 p.m in the Institute Hall and accordingly all the Non –Teaching Employees of IEST, Shibpur are requested to attend the said programme positively.

This is issued with the concurrence of the Director.

Sd/-  
( Dr. Bivore Das)  
Assistant Registrar

Memo No.:-----  
2415/D(AA)/17 (8)

Date: 22 May, 2017

Copy forwarded for information and necessary action to:

1. All Deans/ Associate Deans
2. All Head of the Deptts. / Centres / Schools
3. All Hostel Supdts.
4. All Officers
5. All Section-in-Charges
6. The PS to the Director
7. The Jr. Supdt.(Record Section) for guard file
8. Institute website.

  
22/5/17  
Assistant Registrar

