



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

No.23F/2017-18/095

Date: 12.09.2017

**NOTICE**

This is for information of all concerned that an initiative has been taken to send salary slip through online mode using the Campus Connect Software from the month of October, 2017.

An online link will be provided on the Institute Website at Finance Department page. After clicking the link, the mobile number of the concerned employee will have to put in the appropriate box and an One Time Password (OTP) will be generated which will be sent to the registered mobile number of the concerned employee. After putting the OTP, the page will be opened and concerned employee will be able to see his/her pay slip from the financial year 2016-17 i.e. from April, 2016 which is also printable. This initiative has been taken to reduce the use of paper and to maintain confidentiality of pay slips.

Therefore, all Deans / Heads of the Departments / Officers are requested to kindly submit the consolidated information of the employees to Sri Sutap Chakraborty as per the under given format duly signed by her / him. Those who have not provided PAN number yet to the Accounts Section, are also requested to provide the same to Sri Sutap Chakraborty :

**FORMAT :**

Name of the Department / School / Centres :

SL. NO.	NAME OF THE EMPLOYEE	DESIGNATION	PAN NO.	MOBILE NO.
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This information can be sent through e-mail (finance@iiests.ac.in) and / or hard copy.

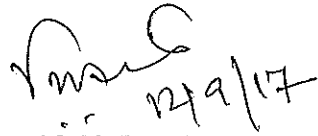
The last date of submission is 21<sup>st</sup> September, 2017.

Kindly note that from October, 2017 onward no hard copy of the pay slip will be provided.

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

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of Department / Schools / Centres
3. All Officers
4. All Sections In-charge
5. Workshop Superintendent
6. Physical Instructors
7. Medical Officer
8. Caretaker
9. Personal Secretary to the Director
10. Sri Sutap Chakraborty
11. Institute Website
12. File Copy

  
( S. N. Datta )  
Finance Officer (Actg.)