



**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: 2325/D(AA)/17

Date: 24.04.2017

This is for information to all non- teaching employees and all officers of the Institute that the "EMPLOYEE'S WORK ACTIVITY DIARY" for the purpose of daily noting/ day- to- day works, will be available from the Stationary/ Store Section ( located at the 4<sup>th</sup> Floor of the Science and Technology building) with immediate effect. As per order of the Director of the Institute, all employees including officers of the Institute will have to record his/her daily works in discharging their official responsibility, in the respective portion of the "EMPLOYEE'S WORK ACTIVITY DIARY" and it would be submitted before their respective controlling officer/Head of the Department/concerned Deans.

This is issued with the concurrence of the Director.

Sd/-  
(Dr. Bivore Das)  
Assistant Registrar

Memo No: 2325/D(AA)/17 (8)

Dated 24.04.2017

Copy forwarded for information and necessary action:

1. All Deans/Associate Deans
2. All Head of the Deptts./ Centres/Schools
3. All Hostel Supdts.
4. All officers.
5. P.S to the Director.
6. The Jr. Supdt.(Record Section) for relevant file.
7. Subhas Sarkar(Store Section)
8. The Institute Website.

(Dr. Bivore Das)  
Assistant Registrar