



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

No.23F/2014-15/145

Date : 03.12.2014

**CIRCULAR**

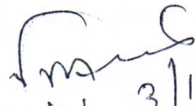
This is for information to all concerned that a system has been introduced to inform the Vendors/Suppliers/Contractors about their payment as and when the cheque is prepared through SMS alert.

Therefore, all Deans/Head of the Departments/Schools/Centres/all Officers/all Sections-in-Charges are hereby requested to submit the name and the mobile number of the contact person of concerned Vendors/Suppliers/Contractors to the Accounts Section at the time of submission of bills.

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

Copy to :

- 1) All Deans
- 2) All Heads of the Departments/Schools/Centres
- 3) All Officers
- 4) All Sections-in-Charges
- 5) Personal Secretary to the Director
- 6) Smt. Purnasree Das for Institute Website
- 7) File Copy

  
3/12/14  
(S. N. Datta)  
Finance Officer(Actg.)