

**OFFICE OF THE FINANCE OFFICER  
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
HOWRAH – 711 103**

No.12F/2014-15/005

Date : 10.04.2014

**CIRCULAR**

This is for information to all concerned that M/s. Pinnsafe Advisory Services Pvt. Ltd. has been engaged as the Tax Consultant of our Institute as per decision of the Executive Council in its 40<sup>th</sup> meeting held on 30.01.2014.

Faculty members, Officer and employees are requested that if they face any problem/difficulty relating to Income tax matter, please meet with the Consultant who will be available at the **Finance Department (4<sup>th</sup> floor, 8-storied building) from 11.00 a.m. to 1.30 p.m. every Wednesday**, on next working day if Wednesday falls on holiday.

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

Copy to :

- 1) All Deans
- 2) All Heads of the Departments / Directors of Schools & Centres
- 3) Registrar
- 4) Controller of Examinations
- 5) Advisor (Finance)
- 6) All Officers
- 7) Executive Secretary to the Director
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( S. N. Datta )  
Finance Officer(Actg.)