



OFFICE OF THE FINANCE OFFICER
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(Formerly Bengal Engineering and Science University, Shibpur)
P.O. Botanic Garden, Dist-Howrah - 711 103

Circular No: Cash/008/ Aug-2014

Dated, 26 August 2014

C I R C U L A R

All the Faculty members, Officers, Staff members and Mess Employees of the Institute are requested to draw their Salary/Subsidy for the month of **August 2014** on **29 August 2014 (Friday)** through United Bank of India, BESUS Branch during banking hour.

ATTENTION:

All the concerned employees are hereby informed that like previous month PAY SLIP for the month of August 2014 will also be sent to the respective Departments/Sections/Schools/Centres/PICSA Office. Therefore they need not come to the Cash Section for collection of the same. Kindly contact the undersigned for any further assistance/help in this regard.

SD/-
(Tapan Kumar De)
Accounts Officer

Asst. Secy

Circular No: Cash/008/ Aug-2014(13)

Dated, 26 August 2014

Copy forwarded for information to:-

- 1) All Heads of the Departments/Directors of Schools/Centres
- 2) The Registrar
- 3) The Finance Officer (Acting)
- 4) The Controller of Examinations (Acting)
- 5) The Audit Officer
- 6) The Medical Officer
- 7) The Deputy Librarian
- 8) The Executive Secretary to the Director
- 9) All Hostel Superintendents
- 10) The Senior Superintendent, Office
- 11) The Workshop Superintendent
- 12) The In-charge, Athletic Club
- 13) The Junior Superintendent, Record & Despatch
- 14) The Junior Superintendent, Cash (with 2 spare copies)
- 15) The Branch Manager, UBI, BESUS Branch
- 16) Institute Website

26/8/14

Asst. Secy

(Tapan Kumar De)
Accounts Officer