

Office of the Finance Officer
Indian Institute of Engineering Science and Technology, Shibpur
P.O. Botanic Garden, Howrah

NOTICE

No. 23 F/14-15/071

Date: 11th August, 2014

It is for information to all concerned that for the financial year 2014-15, an interim allotment was made for the Departments/Schools towards contingency grant and in some cases, for purchase of urgent equipment/furniture etc.

Now, considering the difficulties by the Heads of the Departments/Schools, the undersigned has been advised by the Director, IEST to request you to submit a comprehensive proposal of expenditure to be incurred towards Non-Plan (Recurring) [which includes operating cost of the Depts/Postal expenses/AMCs etc.] and Plan (Non-Recurring) head during the financial year 2014-15.

The Heads of the Departments / Schools are also requested to kindly mention in details of the expenditure to be made under Plan Head in the following format. The proposal may kindly be sent to the undersigned by 20th August, 2014 either through hard copy or through e-mail at dattasn@gmail.com or dr@becs.ac.in.

PLAN HEAD:

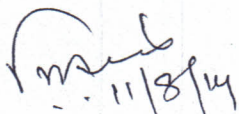
Sl. No.	Description of Assets	Estimated Cost	Remarks
A-0	Equipment		
1			
2			
B-0	Furniture		
1			
2			
C-0	Others		
1			
2			
TOTAL :			

Your kind cooperation is graciously solicited.

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

Copy to:

1. All Heads of the Departments /Schools
2. All Deans
3. Registrar
4. Professor In-charge of Furniture
5. Finance (Advisor)
6. Accounts Officer / Audit Officer
7. University Engineer
8. Executive Secretary to the Director
9. Smt. Purnashree Das, for Website, IEST, Shibpur
10. Office Copy


11/8/14
(S. N. Datta)
Finance Officer (Actg.)
IEST, Shibpur