



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: Sal/SBI/ April/2015

Dated, 29 April 2015

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 **April 2015** on **30 April 2015 (Thursday)** through State Bank of India, BESU Branch during banking hour.

Sd/-
(Tapan Kumar De)
Accounts Officer

Circular No: Sal/SBI/ April/2015 (16)

Dated, 29 March 2015

Copy forwarded for information to:-

- 1) All Deans
- 2) All Heads of the Departments/Directors of Schools/Centres
- 3) The Registrar
- 4) The Finance Officer (Acting)
- 5) The Controller of Examinations (Acting)
- 6) The Deputy Registrar (Audit)
- 7) The Medical Officer
- 8) The Deputy Librarian
- 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, SBI, BESU Branch
- ✓ 16) Institute Website

29/04/15
(Tapan Kumar De)
Accounts Officer