

**MOST URGENT**

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

No.23F/2014-15/191

Date : 03.03.2015

**CIRCULAR**

It is observed that in many occasions, the Demand Drafts / Pay Orders / Bank Guarantees etc. collected for Sale of Tender Forms / EMDs are submitted to the Finance Department after the date of expiry for encashment causing financial loss to the Institute exchequer.

In order to avoid such loss in future, this is for information to all concerned that Demand Drafts / Pay Orders / Bank Guarantees duly received by the Departments/Schools/Centres from sale of application forms and/or as EMDs against various quotations/tenders shall be sent to the Finance Department immediately after the closing date of submission of the tender / quotations.

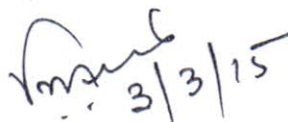
The Demand Drafts / Pay Orders / Bank Guarantees may kindly be sent to the Finance Department with a detailed list and copy of advertisement. All are requested to kindly submit the Demand Drafts/Pay Orders/Bank Guarantees etc. to the Finance Department along with the copy of the advertisement at least 15(fifteen) days prior to the date of expiry of the instruments.

We may face serious objection in future by the competent authority for such loss of revenues / earnings.

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

Copy to :

- 1) All Deans
- 2) All Heads of the Departments
- 3) Directors of Schools/Centres
- 4) All Officers
- 5) All Sections-in-Charges
- 6) Personal Secretary to the Director
- ✓ 7) Institute Website
- 8) File Copy

  
3/3/15  
(S. N. Datta)  
Finance Officer(Actg.)