



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

No.23F/2015-16/043

Date: 04.06.2015
29

CIRCULAR

Ref : Memo No.239/14 dated 29.08.2012

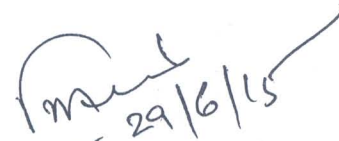
All Heads of the Departments / Directors of Schools are hereby requested to send the attendance report of all the Research Scholars of his/her Departments positively by the 1st day of the following month to the Office of the Finance Officer. This will enable us timely release of fellowship to the recipients. At presents the attendance Report comes discreetly from the Departments causing delay in processing the fellowship bills. In order to expedite the process a copy of the attendance form, department wise, is enclosed which may be sent to us by filling the appropriate boxes. Xerox copy of the format may be used for this purpose.

Your kind cooperation is highly solicited in this regard.

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

Copy to :

- 1) Dean, Academic Affairs
- 2) All Heads of the Departments
- 3) All Directors of Schools
- 4) Personal Secretary to the Director
- 5) Institute Website
- 6) File Copy


29/6/15
(S. N. Datta)
Finance Officer (Actg.)
Finance Officer (Actg.)
Indian Institute of Engineering Science & Technology
Shibpur, Howrah-711103, West Bengal, India.

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

DEPARTMENT/SCHOOL/CENTRE:.....

Attendance Report for the period fromto....., 2015

Certified that the following Ph.D. Scholars have attended their duties and they are entitled to get full month's fellowship.

Sl. No.	Name of the Scholars	Funding Agency	Date of joining	Period of Absence	Attendance approval (Approved / not approved)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Date:

Signature of the Head of the Department