



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.RDO/1908/19

Date:15.11. 2019

ORDER

Sri Dipankar Chakraborty, Assistant Registrar, shall henceforth look after the works of the following sections with effect from 19.11.2019.

1.	Bill Section
2.	Scholarship Payment Section
3.	PFMS Section
4.	Research & Consultancy Section

The major functions of the above mentioned sections are described in the attached table. Sri Dipankar Chakraborty shall work under the administrative supervision of Sri Alok Kumar Maity, Deputy Registrar as Assistant Registrar (Accounts).

This is issued as per the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) All Deans/ Head of the Departments/Schools/Centres /All Officers
- 3) Institute Website

H 15/11/19
Registrar

Responsibilities of Sri Dipankar Chakroborty

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	Bill Section	Pay Bill, Supplier and contractor payments, foreign purchase, LTC Bill, CPDA, CEA, Medical, Income Tax, GST and other Tax and Duties, etc.
2.	Scholarship Payment Section	Scholarship and student payments, collection of different fees/fines from students, fees clearance certificate
3.	PFMS Section	Uploading of expenditure/ UC/other reports
4.	Research and Consultancy Section	Maintaining accounts of Research & Consultancy, database of the faculty expertise, appointment/recruitment of project research scholars, project stuff, other works as assigned by Dean (R &C)

15/11/19

Registrar, IEST, Shibpur