



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/1911/19

Date: 15.11.2019

ORDER

Sri Sambhunath Datta, Deputy Registrar, shall henceforth look after the following sections with effect from 19.11.2019.

1.	Store and Purchase Section
2.	Estate and Security Section
3.	Telephone Section
4.	Transport Section
5.	Information Cell
6.	CMS Section
7.	Institute Patient Care Section

The major functions of the above mentioned sections are described in the attached table.

Sri S.N. Datta shall work under the guidance of Prof. Monojit Mitra, Prof. In Charge, (Stores & Purchase), for the works under Stores and Purchase Section as Deputy Registrar (Stores & Purchase) and shall report to the Registrar. For the works of other sections (i.e., Sl No. 2 to 7) he shall work under the administrative supervision of the Registrar.

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

15/11/19
Registrar

Responsibilities of Sri S. N. Datta

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	Store and Purchase Section	Purchase of stores, all equipments from non recurring grant and other funds, stock verification, Import of equipment, issuance of work order, framing of purchase policy, e-procurement, conducting Central Purchase committee meetings, purchase through GEM, process all bill of vendors, publication of Annual Report of the Institute etc.
2.	Estate and Security Section	Allotment of residence, commercial establishment, academic space etc. Recovery of rent and electricity charges from all types of users Selection of Security agency through outsource agency, Preparation of the Tender document for selection of security agency, scrutiny and verification of all documents related to security services and the security matters of the campus
3.	Telephone Section	Telephone installation & maintenance
4.	Transport Section	Operation and maintenance of Institute vehicles, maintenance of vehicle log book of the Institute car and hire car. Maintaining of fuel register. Hiring of vehicles for institute purpose.
5.	Information Cell	Reply to queries from various authorities like MHRD specially from Technical Section, parliament queries etc
6.	CMS Section	Provide CMS facilities to All category of employees including retired Employees, tie up with various hospitals, arrangements for reimbursement of bills, issuance of HRB/ Health Cards, maintenance of records and database etc,
7.	Institute Patient Care Section	Patient care of the Institute Hospital and CMS support for staff and student. Administration of the Institute hospital including all related jobs, procurement of medical equipment and medicine and maintenance of medical housekeeping.

W 15/11/19

Registrar, IEST, Shibpur