



No.RDO/1914/19

Date: 15.11.2019

ORDER

Dr. Bivore Das, Assistant Registrar, shall henceforth look after the works of the following sections with effect from 19.11.2019.

1.	Estate and Security Section
2.	Telephone Section
3.	Transport Section
4.	Stores and Purchase Section
5.	Archive and Outreach Section
6.	Caretaker and Horticulture Section

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

Dr. Bivore Das shall work under the administrative supervision of Sri S. N. Datta, Deputy Registrar regarding the sections 1 to 4 as Assistant Registrar (Compound and Purchase) and shall work under the administrative supervision of Superintending Engineer for the works regarding sections 5 and 6.

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. B. 15/11/19
Registrar

Responsibilities of Dr. Bivore Das

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	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
2.	Telephone Section	Telephone installation & maintenance
3.	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.
4.	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.
5.	Archive and outreach section	Organize various types of social functions like celebration of republic day, independence day, Gandhi jayanti, etc, enrich archive of the Institute and arrangement for institute's participation in exhibitions.
6.	Caretaker and Horticulture Section	Cleaning and Beatification of the campus, supervision and security of the major entrance of the Institute buildings and the vacant quarters. Maintenance of keys. Maintenance of horticulture activities of the campus. Cleaning of all academic and utility buildings of the Institute, Cleaning of all common areas of the quarters of the Institute, cleaning of all toilets of the Institute..

H 17/1/14

Registrar, IEST, Shibpur