



निबन्धक कार्यालय / कुलसचिव कार्यालय / Office of the Registrar
भारतीय प्रकौशल विज्ञान एवं प्रयुक्तिविद्या प्रतिष्ठान, शिवपुर
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

Order No. RDO/427/26
Dated, May 06, 2026

ORDER

This is for information to all concerned that the Committee constituted vide Office Order No. RDO/594/24, dated 19.06.2024 and Office Order No. RDO/538/25, dated 21.05.2025 (copies attached) will also execute the Stock Verification of the physical assets of the Institute for the year 2025-2026 with the same terms and conditions.

This is issued with the approval of the Competent Authority.

Registrar

To
The Chairman and all members of the Committee

Copy forwarded for information and necessary action to –

1. All Deans
2. All Heads of the Departments/Schools/Centre
3. All Officers
4. PS to the Director
5. PS to the Registrar
6. Record Section
7. File Copy
8. Institute Website

পোঃ বোটানিক গার্ডেন,
হাওড়া-৭১১ ১০৩
পশ্চিমবঙ্গ, ভারত

দূরভাষ : (০৩৩) ২৬৬৮-১৫০৩
ইমেল : regis@iiests.ac.in
ওয়েবসাইট : www.iiests.ac.in

ডাকঘর : বোটানিক গার্ডেন,
হাওড়া-711 103
পশ্চিম বঙ্গাল, ভারত

ফোন : (033) 2668-1503
ইমেল : regis@iiests.ac.in
वेबसाईट : www.iiests.ac.in

P.O. Botanic Garden,
Howrah-711 103,
West Bengal, India
Phone : (033) 2668-1503
E-mail : regis@iiests.ac.in
Website : www.iiests.ac.in



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/594/24

Date: 19/06/2024

Order

This is for information of all concerned that the earlier Committee constituted vide office order no. RDO/502/23 dated 20.06.2023 with the following members will be the same for stock verification of the physical assets of the Institute:

- | | |
|---|-------------|
| 1. Prof. Bhabani Prasad Mukhopadhyay
Professor & Head, Dept. of Earth Sciences | Chairman |
| 2. Dr. Papu Biswas
Associate Professor, Dept. of Chemistry | Co-Chairman |
| 3. Sri Malay Garai
Private Secretary, Dept. of HRM | Member |
| 4. Dr. Sukumar Kundu
Associate Professor & Head, Dept. of Metallurgy & Materials Engineering | Member |
| 5. Dr. Madhumita Roy
Assistant Professor GR-II, Dept. of Humanities and Social Sciences | Member |
| 6. Dr. Bhaskar De
Assistant Professor GR-II, Dept. of Architecture and Planning | Member |
| 7. Dr. Zia-Ul-Alam
Physical Instructor | Member |
| 8. Sri Abani Oraon
Assistant Librarian | Convener |

The Committee shall prepare a comprehensive list of physical stock on verification of fixed assets of the Institute up to the financial year 2023-24, conducting an elaborate verification of the fixed assets of the Departments, Schools, Centre, Ramanujan Central Library and different offices, etc. and submit a separate list of procurement for the financial year 2023-24.

Once verified each and every fixed assets (such as instruments, computers, printers, furniture, books etc.) shall be marked with proper numbering stickers and the particulars of the same be recorded in the Fixed Assets' Register in GFR format.

The following staff members shall assist the Committee in completing the work, in addition to their normal duties.

- | | |
|------------------------|---------------------------|
| 1. Sri Kiran Das | Computer Center |
| 2. Sri Suhrid Bakshi | Dean (SW) |
| 3. Sri Timir Bag | Ramanujan Central Library |
| 4. Sri Sukhen Adhikari | Dean (R&C) |

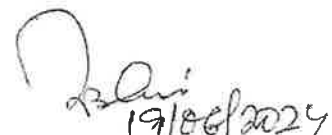
The Committee shall complete the verification process and submit the report on or before 31.07.2024.

This is issued with the approval of the competent authority.

Sd/-
(Dr. H.P. Sharma)
Registrar (Actg.)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Members of the Committee and All staff members to assist the Committee
3. All Deans/Heads of the Departments/Schools/Centre
4. All Officers
5. All Section In-Charges
6. Superintendent of Records
7. Institute Website


19/06/2024
(Dr. H.P. Sharma)
Registrar (Actg.)



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office of the Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

Order No. RDO/538/25 Dated: 21.05.2025

This is for information of all concerned that the Committee constituted vide office order RDO/594/24 dated 19.06.2024 (copy attached) will also execute the stock verification of the physical assets of the Institute for the year 2024-2025 with the same terms and conditions.

This is issued with the approval of the competent authority.


कुलसचिव / Registrar

Encl: As stated

To:

1. Chairman and all members of the Committee

Copy forwarded for information and necessary action to:

1. All Deans
2. All Heads of the Departments/Schools/Centre
3. All Officers
4. PS to the Director
5. PS to the Registrar
6. Record Section
7. File copy
8. Institute Website