



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**

No.: RDO/1423/22

Date: 13/06/2022

Order

This for information of all concerned that the earlier Committee constituted vide office order RDO/65/21 dated January 27, 2021 for stock verification of the physical assets of the Institute, is reconstituted with the following members:

- |  |             |
|--|-------------|
| 1. Dr. Asok Adak<br>Associate Professor, Civil Engineering Dept.   | Chairman    |
| 2. Dr. Papu Biswas<br>Associate Professor, Dept. of Chemistry  | Co-Chairman |
| 3. Dr. Nanda Dulal Paul<br>Assistant Professor, Dept. of Chemistry   | Member      |
| 4. Dr. Sukumar Kundu<br>Assistant Professor, Dept. of Metallurgy and Materials Engineering                     | Member      |
| 5. Dr. Madhumita Roy<br>Assistant Professor Gr-II, Dept. of Humanities and Social Sciences                     | Member      |
| 6. Dr. Indrajit Mukherjee<br>Assistant Professor Gr-II<br>Dept. of Applied Mechanics and Aerospace Engineering | Member      |
| 7. Sri Sandip Chottopadhyay<br>Physical Instructor   | Member      |
| 8. Sri Shib Sankar Basak<br>Assistant Registrar (Academic) and IA  | Convener    |

The Committee shall prepare a comprehensive list of physical stock on verification of fixed assets of the Institute from 01.04.2021 to 31.03.2022, conducting an elaborate verification of the fixed assets of the Departments, Schools, Centres, Library and different offices etc.

Once verified each and every fixed asset (such as instrument, computer, 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.

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|------------------------|-----------------|
| 1. Sri Kiran Das       | Computer Center |
| 2. Sri Suhrud Bakshi   | IIPC            |
| 3. Sri Timir Bag       | Computer Center |
| 4. Sri Sougato Bahadur | CEGESS          |

The Committee shall complete the verification process and submit the report on or before 31.07.2022.

This is issued with the approval of the competent authority.

Sd/-  
(Dr. Devasis Datta)  
Registrar (Acting)

Copy forwarded for information and necessary action to:

- Office of the Director
- All Members of the Committee
- All Deans/ Heads of the Departments/Schools/Centres/All Sections Officers
- All Officers
- Superintendent of Records
- All staff members to assist the Committee
- Institute Website

(Dr. Devasis Datta)  
Registrar (Acting)

P.O. - BOTANIC GARDEN, HOWRAH - 711 103, WEST BENGAL, INDIA

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Established on 24th November, 1856 : Formerly known as B.E. College, B.E. College (Deemed University) and Bengal Engineering and Science University, Shibpur