



No.: RDO/1912/22

Date: 4th July, 2022

Redistribution of Responsibilities of Assistant Registrars

Following superannuation of Sri Sambhunath Datta, DR, redistribution of responsibilities is made among the following Assistant Registrars for strict adherence to the rules with a view to administer the office smoothly.

1. Sri Alok Kumar Mitra, Assistant Registrar shall look after necessary logistics supports (Flight tickets, Arrangements of Transport, Booking of Hotels etc.) for all official programmes of the Institute, in addition to his normal duties and responsibilities of Administration, Law Cell and Mess Section.
2. Sri Shib Sankar Basak, Assistant Registrar shall look after the Security personnel working in the Institute, Recruitment of the Faculty Members, in addition to his normal duties and responsibilities of Internal Audit, preparing reply to Lok Sabha-Rajya Sabha Questions and all correspondences to the Ministry.
3. Sri Dipankar Chakraborty, Assistant Registrar shall look after Store & Purchase Section including proper preservation of EMD and to return the same in time maintaining a record, Newspaper Advertisements, in addition to his normal duties and responsibilities of Accounts Section, and Research & Consultancy.
4. Dr. Bivore Das, Assistant Registrar shall look after the Hostels/Halls (including the floors, utility facilities etc. with physical supervision), in addition to his normal duties and responsibilities of the Estate Section (including the floors, utility facilities etc. of the Academic Buildings and Administrative Buildings with physical supervision) and Compound Section (with physical supervision) with a view to maintain cleanliness in the Campus. Dr. Das is responsible to report to Superintending Engineer of the Institute Works Division (IWD). Dr. Das is relieved from the responsibilities of looking after transport for the Institute.

This order is issued with the approval of the competent authority for immediate effect.

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

Copy forwarded for information and necessary action to:

1. Office of the Director
2. All concerned Officers
3. All Deans/ Heads of Departments/Schools/Centres
4. Chief Warden
5. Superintending Engineer, IWD
6. All other Officers
7. Sr. Superintendent, Establishment
8. Superintendent, Record Section
9. Institute Website

(Dr. Devasis Datta)
Registrar (Acting)