



কুলসচিব কার্যালয় / নিবন্ধক কার্যালয় / Office Of The Registrar  
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE

No.: RDO/502/23

Date: 20/06/2023

Order

This for information of all concerned that the earlier Committee constituted vide office order RDO/1423/22 dated 13.06.2022 for stock verification of the physical assets of the Institute, is reconstituted with the following members:

- |  |             |
|--|-------------|
| 1. Prof. Bhabani Prasad Mukhopadhyay<br>Professor, Dept of Earth Sciences                  | Chairman    |
| 2. Dr. Papu Biswas<br>Associate Professor, Dept. of Chemistry                              | Co-Chairman |
| 3. Shri Malay Garai<br>Private Secretary, Dept. of HRM                                     | 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. Bhaskar De,<br>Assistant Professor Gr-II, Dept. of Architecture and Planning        | Member      |
| 7. Dr. Zia-Ul- Alam<br>Physical Instructor   | Member      |
| 8. Sri Abani Oraon<br>Assistant Librarian  | Convener    |

The Committee shall prepare a comprehensive list of physical stock on verification of fixed assets of the Institute from 01.04.2022 to 31.03.2023, 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. Shri Kiran Das       | Computer Center           |
| 2. Shri Suhrid Bakshi   | Dean (SW)                 |
| 3. Shri Timir Bag       | Ramanujan Central Library |
| 4. Shri Sukhen Adhikari | R & C                     |

The Committee shall complete the verification process and submit the report on or before 31.07.2023

This is issued with the approval of the competent authority.

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

Copy forwarded for information and necessary action to:

1. Office of the Director
2. All Members of the Committee and All staff members to assist the Committee
3. All Deans/ Heads of the Departments/Schools/Centres
4. All Officers
5. All Sections In-charges
6. Superintendent of Records
7. Institute Website

(Dr. Devasis Datta)  
Registrar (Acting)