



No. RDO/ 65 /21

Date: 27<sup>th</sup> January, 2021

**ORDER**

The Institute needs to carry out stock verification of its physical assets on a priority basis. To accomplish the task, the earlier committee constituted vide office order RMS/7671/18 dated November 05, 2018, is reconstituted with the following members:

- |    |  |          |
|----|--|----------|
| 1. | Dr. Asok Adak<br>Associate Professor, Civil Engineering Department                                   | Chairman |
| 2. | Dr. Sukumar Kundu<br>Assistant Professor, Metallurgy and Materials Engineering Department            | Member   |
| 3. | Sri Sandip Chakraborty<br>Assistant Professor, Civil Engineering Department                          | Member   |
| 4. | Dr. Ankita Pramanik<br>Assistant Professor, Electronics and Telecommunication Engineering Department | Member   |
| 5. | Sri Sandip Chottopadhyay<br>Physical Instructor  | Member   |
| 6. | Dr. Md. Mirajul Islam<br>Assistant Professor, Mining Engineering Department                          | Member   |
| 7. | Sri Shib Sankar Basak<br>Assistant Registrar (Academic)  | Convenor |

The Committee will do the needful to prepare a comprehensive list of physical stock of fixed assets of the Institute from April 01, 2015 to till date. It will conduct an elaborate verification of the physical stocks of the Departments, Schools, Centers, and different offices etc. Once verified each and every fixed asset such as instrument, computer, printers, furniture etc. shall be marked with proper numbering stickers and the particulars of the same are to be recorded in the Fixed Assets Registrar in GFR format. The following staff members will assist the committee in completing the work in addition to their normal duties.

- |    |                           |                 |
|----|---------------------------|-----------------|
| 1. | Sri Kiran Das             | Computer Center |
| 2. | Sri Kumaresh Bhattacharya | Computer Center |
| 3. | Sri Timir Bag             | Central Library |
| 4. | Sri Sougato Bahadur       | CEGESS          |

The committee shall complete the verification process on or before March 31, 2021.

This is issued with the approval of the competent authority.

Sd/-

(Dr. Biman Bandyopadhyay)  
Registrar

Memo No. RDO/ 65 /21 (5)

Date: 27<sup>th</sup> January, 2021

Copy forwarded for information and necessary action to:

1. PS to Director
2. All Members of the Committee
3. All Deans/ All Heads of the Departments/Schools/Centers/All Section Heads
4. All Officers
5. Institute Website

(Dr. Biman Bandyopadhyay)  
Registrar