



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.

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|------------------------|---------------------------|
| 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.)