## OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS

Indian Institute of Engineering Science and Technology, Shibpur (Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No. 1895/D(AA)/16

Dated, the 22 December 2016

## ORDER

This is for information to all concerned that the Director is pleased to assign Shri Alok Kumar Mitra, Assistant Proctor, to act as Assistant Registrar (Accounts) in addition to his normal duty on a temporary basis for a period of one month from the date on which he assumes the charge as an Assistant Registrar (Accounts). This arrangement will automatically lapse on the expiry of the said period.

This is issued with the concurrence of the Director.

Dr. (Bivore Das) Assistant Registrar

No. 1895/D(AA)/16 (16)

Dated, the 22December 2016

Copy forwarded for information and necessary action to :-

- 1. All Deans/Associate Deans
- 2. All HODs of Departments/Schools/Centrs
- 3. Prof. Netai Chandra Dey, Dean of Student Affiars
- 4. Shri Alok Kumar Mitra, Assistant Proctor
- 5. Finance Officer (Acting)
- 6. All Officers
- 7. All Sections-in-Charges
- 8. PS to the Director
- 9. Institute Website
- 10. File Copy

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Assistant Registrar