



No. RDO/1412/19

Date: 15/7/19

ORDER

The following two member Committee is constituted to assess the current conditions of the Air Conditioners installed at various places in the Institute. The Committee shall visit all departments, schools, centres and administrative sections and interact with the respective heads. The Heads are requested to keep the information regarding the ACs ready for sharing with the Committee as per enclosed format (Annexure I).

- 1) Dr. Abhinandan De, Associate Professor, Department of Electrical Engineering
- 2) Dr. Dibyendu Chatterjee, Workshop Superintendent

The Committee is advised to submit its recommendation by July 31, 2019.

This is issued with the approval of the Competent Authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) All Members of the Committee
- 3) All Deans/ Head of the Departments/Schools/Centres
- 4) All Officers
- 5) Institute Website

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15/7/19
Registrar

ANNEXURE I

Sl. No.	Particulars of ACs	Remarks
1.	Location(Department/Schools/Centres/Section, number or other nomenclature of the room)	
2.	Type and Brand	
3.	Capacity	
4.	Date & Cost of Procurement	
5.	Date of last servicing done	
6.	Status of AMC	
7.	Whether in working condition	
8.	Condition of Electrical System	
9.	General Observation	