



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/1918/19

Date: 15.11.2019

ORDER

Sri Abani Oraon, Assistant Librarian, shall continue to look after the following sections.

1.	Library Processing Section
2.	Library Circulation Section

The major functions of the above mentioned sections are described in the attached table.
Sri Abani Oraon shall work under the administrative supervision of the Librarian (Acting).
This is issued as per 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 Deans/All Heads of the Departments/ Schools/ Centers/ All Officers
3. Institute Website


Registrar

Responsibilities of Sri Abani Oraon

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	Library Processing Section	Processing of books and other materials
2.	Library Circulation Section	Maintenance of Library Membership and Issue and return of reading materials

M. 15/11/18

Registrar, IEST, Shibpur