

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.) National Institute of Electronics and Information Technology (NIELIT) (पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था) (An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

> कोलाकाता / Kol/Committee / 41/23/92 Kolkata 4th May 2023

OFFICE MEMORANDUM

In order to undertake physical verification of Fixed Assets as on 31.03.2023 of this Centre and generate reports, the following Committee is hereby constituted:

1. Shri Rabin Karmakar, Scientist-D

Chairman

2. Shri Anirban Jyoti Hati, Scientist-C

Member

3. Shri K. Hemanth Reddy, Sr. Technical Officer Member

5. Shri Ansuman Mukherjee, Finance Officer

Member

4. Md. Ahetesham, Assistant (Accounts)

Member-Secretary

Terms of Reference

- 1. Physical verification of Fixed Assets upon tallying with the Asset Register at JU Campus, Salt Lake Campus and project sites in North Bengal.
- 2. Listing of obsolete/unserviceable/unused assets as on 31.03.2023.
- 3. The value and quantity of items are to be assessed/ reconciled as per available records for the same with our Accounts Section.

The Report of the Committee is required to be submitted by 22.05.2023.

(V. Krishnamurthy) Executive Director

To: Members concerned

Copy to:

1. Wingheads/Officers

2. Asst. Director (Admin)

3. File

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