

कोलकाता
Kolkata

NIELIT/KOL/2019/11

Date: 10.04.19

OFFICE ORDER

Sub: Committee for Physical Verification of Fixed Assets as on 31.03.19

With the approval of competent authority, a committee with the following composition is hereby constituted for physical verification of Fixed Assets as on 31.03.19 which is required for Annual Accounts of 2018-19.

- | | |
|---|----------|
| 1. Mr. Kalyan Baital [Scientist - 'C'] | Chairman |
| 2. Mr. Rabin Karmakar [Scientist - 'C'] | Member |
| 3. Mr. Ditu Das [Senior Assistant (Accounts)] | Member |
| 4. Mr. Surendra Nath Behara [Senior Assistant] | Member |

2. Terms & Reference of the committee are as under:

- Physical verification of Fixed Assets at JU & Salt Lake Campus, IT Parks and Clients' Office.
- Submit above report within 22/04/2019 to the Director through the undersigned. The report must include the columns like Sl. No., Name of Fixed Assets, Quantity (in Nos.), Working or Not working and Remarks etc.

Das
10/4/19
A. Das
AD (F & A)

- Copy: 1. All Members of the Committee
2. Director Office
3. Audit File
4. Guard File

5. IT Section - 4B