

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)

> 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

Mr. Rabin Karmakar [Scientist – 'C']

Member

3. Mr. Ditu Das

Member

[Senior Assistant (Accounts)]

4. Mr. Surendra Nath Behara

Member

[Senior Assistant]

Ferms & Reference of the committee are as under:

 Physical verification of Fixed Assets at JU & Salt Lake Campus, IT Parks and Clients' Office.

ii) 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.

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

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