



रा. इ. सू. प्रौ. सं.
NIELIT

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/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 |
| 4. Md. Ahetesham, Assistant (Accounts) | Member |
| 5. Shri Ansuman Mukherjee, Finance Officer | 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