



पूर्व छात्र मामले और अंतरराष्ट्रीय संबंध कार्यालय
भारतीय प्रौद्योगिकी संस्थान, खड़गपुर

Office of Alumni Affairs & International Relations
Indian Institute of Technology, Kharagpur

RECEIVED
18
07 JUN 2024 आजादी का
अमृत महोत्सव

International Relation Office
IIT Kharagpur

Date: 03/06/2024

Ref. No. 2230/2024/OIR

Subject: Regarding authorised signatory of IR office related documents.

Enclosed herewith please find an office order copy dated: 16/10/2023 of the undersigned for posting as Assistant Registrar in the Office of the Dean, Alumni Affairs.

Since, the date of joining the undersigned used to sign all the papers related to Alumni Affairs and as per your verbal advice also signed all documents, files, bills etc. related to the Office of International Relations also.

For the above purpose, this is being placed for your Black & White confirmation and seek advice whether the undersigned will continue to sign as proposer of International Relations related matter or not.

Your kind advice may help to avoid further litigation in Institute rules and regulations.

Assistant Registrar

for advice please.

Neelam
3/6/2024.

continue till
Associate Dean

Associate Dean (AA&IR)

you may please
the new Dean

(A)

joins for IR etc.

Shakuntala
31/6/2024.

Dean (COR & AT)
For necessary

advice please

(A) approved.

JHC
06/06/2024

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं. NO. 2450
IN 05 JUN 2024
OUT 06/06/2024
भारत में खड़गपुर
IIT KHARAGPUR



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

OFFICE ORDER NO. ESTT/5/13/2023 DATED 12 OCTOBER, 2023

The undersigned is to convey that the Competent Authority has been pleased to approve the following :

- a) Shri Mrinal Kanti Nath, EC:86012, Senior Executive in the Establishment Section (II) be deputed as Administrative Officer in the Dr. Syama Prasad Mookerjee Superspeciality Hospital (Established as a Section 8 Company under the aegis of Dr. Syama Prasad Mookerjee Institute of Medical Sciences & Research Forum) for a period of one year with immediate effect with pay at Level – 10 of Pay Matrix of Rs. 56,100 ~ Rs. 1,77,500/- with pay to be fixed, as per rules and all other allowances and fringe benefits corresponding to pay at Level – 10 as admissible under the Institute rules.
- b) Shri Rajib Das, EC:99109, Assistant Registrar posted at Dr. Syama Prasad Mookerjee Superspeciality Hospital be transferred to the Office of the Dean, Alumni Affairs.

Shri Nath and Shri Das are therefore directed to report at their new place of deputation/posting and submit the joining report through proper channel.

To

Registrar

1. Shri Mrinal Kanti Nath, EC:86012
Senior Executive, Through : Joint Registrar (E-II)
2. Shri Rajib Das, EC:99109
Assistant Registrar, Through : Medical Superintendent. Dr. SPM SH

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Dean, Alumni Affairs
4. Dean, Human Resources
5. Joint Registrars, E-II
6. Joint Registrar E – III – to report the matter in the next BoG meeting
7. Deputy Registrar, Accounts Section
8. Assistant Registrar, Accounts Section
9. Administrative Officer, Estate Office
10. Medical Superintendent Dr. SPM SH
11. Head, B. C. Roy Technology Hospital
12. Secretary to the Director
13. Secretary, Deputy Director's Office
14. Secretary, Registrar's Office
15. Office Order File.