



पूर्व छात्र मामले और अंतरराष्ट्रीय संबंध कार्यालय
भारतीय प्रौद्योगिकी संस्थान, खड़गपुर
Office of Alumni Affairs & International Relations
Indian Institute of Technology, Kharagpur



Ref. No. 2230/2024/OIR

Date: 03/06/2024

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

Associate Dean (AA&IR)

Dean (OR&AA) -
For necessary

For advice please.
Nimb
3/6/24.
You may please continue till
the new Dean / Associate Dean
joins for IR etc.
Shahanshah
3/6/2024.
advice please

(A) approved.

06/06/2024





भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

OFFICE ORDER NO. ESTT/518/2023 DATED 14 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.

Registrar

To

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. SPMSH

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. SPMSH
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.