



Ghani Khan Choudhury Institute of Engineering and Technology
(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)
Narayanpur, Dist.: Malda, Pin- 732141, West Bengal

Memo No. GKCIET/ 10231

Date: 26.05.2023

OFFICE ORDER


In the interest of the Institute work, the competent authority is pleased to make the following re-arrangement of different non-teaching employees of this Institute and specify their work locations with immediate effect:

Sl. No.	Name of the employee	Section	Name of the HoS	Additional assignments
01.	Debjyoti Pandit, Assistant	Library	Assistant Librarian	First to move
02.	Sulabh Srivastava, Senior Assistant	HMC	Assistant Registrar(HMC)	
03.	Tamal Kanti Sinha, LDC cum Typist	Admin & Establishment	Deputy Registrar through Assistant Registrar (A&E)
04.	Rajesh Chowdhury, Junior Assistant	Store & Purchase	Deputy Registrar through Assistant Registrar (S&P)	Morning shift at Admin & Establishment or as per requirement of the Office
05.	Zalilur Rahman, Junior Assistant	Finance	Deputy Registrar	Afternoon shift at Admin & Establishment or as per requirement of the Office
06.	Atis Biswas, LDC cum Typist	ITSSC	Deputy Registrar through System Manager
07.	Mojammel Hoque, MTS	ME/EE/HSS	HoD of ME/EE/HSS
08.	Kakali Das Mandal, MTS	Civil /Physics & Dean (SW)	HoD of Civil/Physics & Dean (SW)
09.	Probir Kr. Mandal, MTS	FPT/ Chem /Math	HoD of FPT/ Chem /Math

Employees are directed to hand over the files/documents/keys etc. of existing Departments/Section to employee(s) in his/her present Department/Section in presence of his/her HoD/HoS/Dean with immediate effect and join the allocated Section/Department.

All are required to brief the newly joining employee about all of their activities in current location at the time of hand over/take over and keep cooperating as and when required. The charge hand/take over copies must be sent to the Establishment as well as Director cell.

This issues with the approval of the competent authority.

 26.05.2023
(Dr. Subhasis Bhattacharjee)
Assistant Registrar(A&E)

Copy to:

1. Person concerned (by name)
2. Concerned HoDs/HoS/Deans
3. Deputy Registrar - for kind information.
4. Director - for kind information please.
5. File copy



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(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)
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Memo No. GKCIET/10700

Date: 08.09.2023

OFFICE ORDER

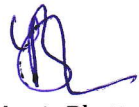
In the interest of the Institute work, the competent authority is pleased to make the following re-arrangement of different non-teaching employees of this Institute and specify their work locations with immediate effect:

Sl. No.	Name of the employee	Section	Name of the HoS	Additional assignments
01.	Saumyajeet Das, UDC	Finance and Accounts	Deputy Registrar
02.	Anirban Misra, SA	Academic	Dean, (A,P & D)
03.	Md. Masud Karim, SA	Admin & Establishment	Deputy Registrar through Assistant Registrar (A&E)
04.	Biman Roy, LDC	Finance and Accounts	Deputy Registrar
05.	Zalilur Rahman, JA	Finance	Deputy Registrar
06.	Atis Biswas, LDC	Hostel Care taker	AR (HMC)
07.	Md. Ikbāl Hossain, JA	TPO	TPO
08.	Cinchona Kumar, JA	Admin & Establishment	Deputy Registrar through Assistant Registrar (A&E)
09.	Rajesh Chowdhury, JA	Store and Purchase	Deputy Registrar through Assistant Registrar (S&P)
10.	Kakali Das Mandal, MTS	Library	Assistant Librarian
11.	Subhasis Das, MTS	CE	HoD of CE/ Physics / Dean (SW)	Physics /Dean (SW)
12.	Antara Chowdhury, SA	Academic	Dean, (A,P & D)	
13.	Md. Raju Mian, JA	Store and Purchase	Deputy Registrar through Assistant Registrar (S&P)	
14.	Pampa Roy (Pramanik), JA	Director Cell	Director	
15.	Deepjyoti Roy, JA	Academic	Dean, (A,P & D)	

Employees are directed to hand over the files/documents/keys etc. of existing Departments/Section to employee(s) in his/her present Department/Section in presence of his/her HoD/HoS/Dean with immediate effect and join the allocated Section/Department.

All are required to brief the newly joining employee about all of their activities in current location at the time of hand over/take over and keep cooperating as and when required. The charge hand/take over copies must be sent to the Establishment as well as Director cell.

This issues with the approval of the competent authority.

 08.09.2023
(Dr. Subhasis Bhattacharjee)
Assistant Registrar(A&E)

Copy to:

1. Person concerned (by name)
2. HoDs/HoS'/Deans
3. Deputy Registrar – for kind information.
4. Director – for kind information please
5. File copy



Memo No: GKCIET/9151

Date: 18.11.2022

OFFICE ORDER


In the interest of institute works, the competent authority is pleased to make the following transfers of different non-teaching employees of this Institute and specify their work locations.

Sl.No.	Name of the employee	Designation	Section		Additional Charge
			To	From	
01.	Shri Saumyajit Das	UDC/Cashier	Academic	Academic & HMC	-
02.	Shri Tamal Kanti Sinha	LDC-cum-typist	HMC	Academic	-
03.	Smt. Antara Chowdhury	LDC-cum-typist	Academic	Store & Purchase	-
04.	Shri Rajesh Chowdhury	Junior Assistant	Store & Purchase	Academic	-
05.	Shri Sukumar Prasad	MTS	Library	Academic	CSE Department
06.	Shri Deepjyoti Roy	MTS	Academic	Library	-

Shri Tamal Kanti Sinha and Shri Rajesh Chowdhury are instructed to co-ordinate, if and when needed, with the Academic Cell till the next 4 to 5 months.

Those employees who have been transferred are advised to hand over the files/documents etc. of existing department/section to employee (s) in his/her present section/department in presence of his/her HoD/HoS with immediate effect and join the allocated section/department/branch. A copy of the same must be submitted to the undersigned.

This issues with the approval of the competent authority.


18.11.2022
(Dr. Subhasis Bhattacharjee)
Asst. Registrar (A&E)

Copy to:

1. Person concerned (by name)
2. All concerned HoD/HoS for kind information and necessary action please
3. Deputy Registrar - for kind information please
4. Director - for kind information please
5. File copy