

## Notice

This is for general information to all concern of the Institute that issue / replacement of all types of fans will be done through Maintenance Section instead of Estate Section.

This has the approval of competent authority.



Registrar

Copy to:

1. Director
2. All Deans
3. All HODs /Section In-Charge – with request to circulate among the faculty & staff members.
4. All DR
5. All AR
6. Executive Engineer – To take over the present stock from Security Officer & I/C Estate Section.
7. Security Officer & I/C Estate Section – To hand over the present stock to Executive Engineer.
8. Chief Warden
9. All Wardens – Requested to circulate among the students of respective hostels.
10. Dr. Anirban Sarkar, Assistant Processor, Department of Computer Applications – with request for uploading in the Institute Website.
11. Director's Secretariat
12. Registrar's Secretariat