



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in
(An Autonomous Institution under the aegis of Ministry of Education
(Shishksha Mantranalaya) Govt. of India)

No. NITD / Estt/Workshop /2024

Date: June 13th, 2024

OFFICE ORDER

As approved by the Competent Authority of the Institute, the following faculty member is hereby appointed as Faculty-In-Charge of workshop for a period of two years or until further order with immediate effect.

Sl.	Central Facility	Name of the relieved Faculty-In-Charge	Name of the relieving Faculty-In-Charge
01	Workshop	Dr. Subhas Chandra Rana, Assoc. Prof., Deptt of ME	Dr. Ranjan Kumar Mitra. Astd. Prof. (Gr.-I), Deptt of ME

Dr. Subhas Chandra Rana is hereby requested to handover the charge of workshop to Dr. Ranjan Kumar Mitra.

Services rendered by Dr. Subhas Chandra Rana as Faculty-In-Charge of Workshop is highly appreciated and acknowledged.

13.06.2024
Registrar (I/c)

Copy for information to:-

- (1) Director,
- (2) All Deans
- (3) All Head of the Departments/Sections/Centres/Centre facilities.
- (4) Dr. Subhas Chandra Rana, Assoc. Prof., Deptt of ME
- (5) Dr. Ranjan Kumar Mitra. Astd. Prof. Deptt of ME (Gr.-I)
- (6) Web Master
- (7) Director & Registrar Secretariat
- (8) File Copy.

13/06/2024
Joint Registrar (Establishment)

Shaujee



NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
 MAHATMA GANDHI AVENUE
 DURGAPUR-713209, WEST BENGAL, INDIA

CERTIFICATE OF TRANSFER OF CHARGE

Date :

Certified that we have in the forenoon of this day respectively made over and received charge ofin the Department of
 The relieved Officer is relinquishing charges vide order no..... dtd..... of

Place :
 Dated:

.....
 Signature of relieved officer
 Designation.....

.....
 Signature of relieving Officer
 Designation

Details of the balance/dues if any for which responsibility is accepted by the officer receiving charge .

Books & Articles :
 Stores:
 Permanent Advance/ Imprest /Temporary Advance :

Relieved Officer.....

Relieving Officer.....

N.B: When there is no real transfer of charge the work "formal" should be written against the name of the relieving or the relieved Officer as the case may be.

Approved

Recorded

Forwarded

DIRECTOR

Registrar

Head of the Department