भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 144 / 2023 Dated March 24, 2023

The undersigned is to convey that the Director has been pleased to approve appointment of the following **Assistant Wardens** with immediate effect for the period upto 31st December 2023 or until further order, whichever is earlier :

#	Name of the Post & Hall of Residence	Name of the Appointee	Existing Assistant Wardens
1.	Assistant Warden, Mother Teresa Hall of Residence (Warden-in-Charge)	Dr. Jenia Mukherjee, EC-16014, Assistant Professor Grade-I, Department of Humanities and Social Sciences	Dr. Mamoni Banerjee, EC-16007, Assistant Professor Grade-I, Rajendra Mishra School of Engineering Entrepreneurship
2.	Assistant Warden, Rajendra Prasad Hall of Residence	Dr. Amit Ghosh, EC-15023, Assistant Professor Grade-I, School of Energy Science and Engineering	Dr. Palash Dey, EC-21002, Assistant Professor Grade-I, Department of Computer Science and Engineering
3.	Assistant Warden, SAM Hall of Residence (SAM GH & BF-1)	Dr. Sunita Mishra, EC-22096, Assistant Professor Grade-I, Department of Mining Engineering	New appointment

As an Assistant Warden they are entitled to get (i) Rs. 2000/- per month as honorarium (ii) Rs.500/- per month as conveyance allowance and (iii) Rs.500/- per month towards mobile phone charges as per existing rules. They are also eligible for license fee free unfurnished accommodation as per their entitlement or the one they are occupying at present.

The excellent services rendered by outgoing Assistant Wardens are greatly appreciated and placed on record.

Registrar / कुलसचिव

To
All Concerned Faculty Member
Through : Respective Heads of the Department/Centre/School }

With a request to handover and takeover charge accordingly. A copy of the charge report may please be sent to the Registry for record.

Copy to :
1. All Deans / Associate Deans
2. All Heads of the Department / Centre / School / Section / Unit
3. All Chairmen/Professors-in-Charge
4. Chairman, Hall Management Centre
5. Chairman, ERP
6. Librarian, Central Library
7. President, Technology Students' Gymkhana
8. Head, B.C. Roy Technology Hospital
9. Chief Engineer, Institute Works Section
10. All Wardens/Assistant Wardens, Halls of Residence
11. All Superintending Engineers / Senior Executive Engineers / Executive Engineers
12. All Deputy Registrars / Assistant Registrars
13. Senior Security Officer
14. Secretary to Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office
17. APNA IIT KGP