



Government of West Bengal  
Office of the Principal  
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No.02052026-P1(CSR)

Office order

Date:02.05.2026

It is hereby informed to all concerned that **Sri Ujjal Dey, Assistant Professor, Dept. of EE**, will be the custodian of the available equipment provided by HPCL, the stock register, and the utilisation of the laboratory. The designated custodian shall be responsible for:

- Safe upkeep and maintenance of all laboratory equipment.
- Proper recording and monitoring of usage of CSR equipment's in the logbook.
- Ensuring that the laboratory is utilized strictly for academic and research purposes.
- The laboratory may be utilized to serve the needs of society.

This order comes into effect from the date of issue and shall remain valid until further notification.

  
Principal