



# DR. B. C. ROY ENGINEERING COLLEGE

Jemua Road, Fuljhore  
Durgapur-713206, (W.B.), India

30<sup>th</sup> June 2021

## INTEROFFICE MEMO

This is to certify that the following employees of Dr. B. C. Roy Engineering College appointed at Estate and Maintenance Office for their day to day repairing and maintenance job.

Sl.No.	Employee Code	Employee Name	Designation
1.	BCR/ENGG/ADMN/14	Mr. Mintu Das	Assistant Telephone Mechanic
2.	BCR/ENGG/ADMN/37	Mr. Kunal Ghosh	Executive Assistant
3.	BCR/ENGG/ADMN/66	Mr. Tapan Kumar Goswami	Supervisor/ Civil & Maintenance
4.	BCR/ENGG/ADMN/125	Mr. Saidur Rahman	Sr. Electrician
5.	BCR/ENGG/ADMN/135	Mr. Bhagwan Sharma	Helper (Electrical)
6.	BCR/ENGG/ADMN/140	Mr. Sanjay Kumar Sharma	Carpenter

1. Mr. Mintu Das is an Assistant Telephone Mechanic. He is assigned to carry out the repairing and maintenance work of EPABX-Intercom Systems inside the BCREC campus and also look after the BSNL Land Line Telephone Systems. According to the fault-repairing requisition received from the concerned Engineering and Management department to Estate Office, Mr. Mintu Das attends the requisite fault to carry out the job.
2. Mr. Kunal Ghosh is an Executive Assistant. He is responsible for Water Supply Management at BCREC Campus. He also maintains cleaning and hygiene of Overhead Water Tank and Water Reservoir periodically. He also liaisons with Government Water Supply Department for smooth supply of water at the Campus.
3. Mr. Tapan Kumar Goswami is a Supervisor (Civil and Maintenance). He looks after all the major and minor Civil Construction and Maintenance work at the BCREC-Campus. He acts according to the civil repairing and maintenance requisition from the concerned Engineering and Management departments with the help of Resident Engineer.
4. Md. Saidur Rahman is appointed as a Sr. Electrician. He is responsible for Electrical Repairing and Maintenance job at BCREC-Campus. He attends to carry out all the electrical installation, repairing and maintenance of Electrical, Diesel Generator Set, Computer Power Backup (UPS) and Lift Power Supply Systems at the Campus. He maintains and follows the requisition of repairing and maintenance work at campus on emergency basis.
5. Mr. Bhagwan Sharma is appointed as a Helper (Electrician). He assists to the Sr. Electrician and attends to carry out all the electrical repairing and maintenance of Electrical, Diesel Generator Set, Computer Power Backup (UPS) and Lift Power Supply Systems at the Campus. He is assigned job by the Sr. Electrician to fulfil the requisition of repairing and maintenance work at campus.
6. Mr. Sanjay Kumar Sharma is appointed as a Carpenter. He is responsible and looks after all the carpenter repairing and maintenance job at Campus. He is assigned job by the Estate and Maintenance Office to fulfil the requisition received from the concerned Engineering and Management department accordingly.

All the above mentioned employees are executes their day to day job responsibility on the basis of departmental repairing and maintenance requisition to the Manager,(Corporate Affairs & Estate) at Estate Office, Management House.

  
U.K. Sharma  
Manager, (C. A. & E.)  
Dr. B. C. Roy Engineering College  
Jemua Road, Fuljhore,  
Durgapur-713206, (W.B.)  
30/06/21