

Government of Tripura
Bir Bikram Memorial College
Agartala, Tripura .

No F 6(6)/BBMC/Store/2018 / 546(4)

Dated, Agartala the 3rd October, 2018.

Office order

Stores section of the college is requested to arrange the distribution of following assets like Xerox Machine, Printers, Furniture etc purchased very recently :

Sl no	Name of the machine / equipment/ furniture	From	To Section / Committee /Deptt	Person authorized for the machine / equipment /Furniture
1	Canon Xerox Machine Image runner 2520W	Stores	Examination committee	Convener , Exam committee
2	Canon Xerox Machine Image runner 2520W	Stores	Duplicating section (Main Office)	Duplicating operator
3	One Canon Printer MF4820D	Stores	RUSA	Convener
6	One Dell Laptop Inspiration 15 2551133918	Stores	RUSA	Convener
7	One Dell Laptop Intelcore i3 36178539230	Stores	Chemistry Deptt	HOD , Chemistry
8	One Panasonic Xerox Machine (Old)DPMB300	Examination Committee	Academic Committee	Convener, Academic Committee
9	One old Xerox machine SHARP AR5618D	Duplicating section	RUSA committee	Convener/ Members of RUSA committee
10	Godrej Almirah 4 5 PL-91, 03-19 5	Stores	Accounts section	Head Clerk of the section
11	Godrej Almirah 4 5 PL-125	Stores	Academic Section	Head clerk of the section
12	Godrej Almirah 4 5	Stores	Academic Committee	Convener /members of the committee
13	Bio Metric attendance Machine T52	Stores	Main office	DDO , Accounts section
14	Bio Metric Attendance Machine T52	Stores	Teachers' Common Room	DDO , Accounts section
15	One Secretariat Table model T504	Stores	RUSA Committee	RUSA Committee Members
16	Five Chairs CH 1018	Stores	RUSA Committee	RUSA Committee /Members
17	Aqua Gurad purchased on Sept 2018 Eureka forbes	Stores	Canteen	Canteen Committee

W 3/10/2018
(Dr. Sanjoy Roy)
Principal
Bir Bikram Memorial College

18	Aqua Guard purchased on Sept 2018 Eureka forbes	Stores	Principal' Chamber	PS to Principal
19	College website			Assistant Professor in IT
20	4 amplifiers and 8 no 60 w speakers SSA 250@DP	Stores	Development committee	Convener , Development committee with a request to arrange the fixing the equipments in different classrooms and report the class numbers to the Stores section

Copy to :

1. *[Signature]*

All Concerned for information with a request to make the best use of assets and report handing over the said assets at the time of relinquishment of the charge with an information to stores section positively and receive the assets.

2. Convener, RUSA committee for information.

3. Stores officer for information and necessary action please.

4. The DDO ,BBMC for information.

[Signature]
31/10/2018

Principal
(Dr. Sanjoy Roy)
Principal
Bir Bikram Memorial College
Agartala.