



Memo No.: GKCIET/ 8118

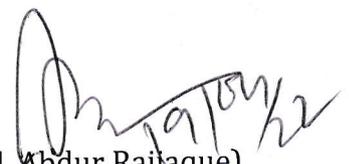
Date: 19.04.2022

OFFICE ORDER

In the interest of the Institute work, Director, GKCIET is pleased to appoint Dr. Habib Masum, Assistant Professor (ME) as a Nodal Officer for Legal Information Management & Briefing System (LIMBS) as well as Legal Officer of this Institute and to constitute a Legal Cell with the following employees of GKCIET in addition to their own duties and responsibilities with immediate effect:

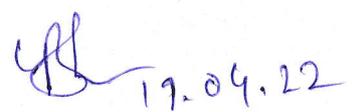
Sl. No.	Name of the Official	Designation	Capacity
01.	Dr. Habib Masum	Asst. Professor (ME)	Nodal /Legal Officer
02.	Mr. Anirban Saha	Asst. Professor (HSS)	Member
03.	Dr. Subhasis Bhattacharjee	Asst. Registrar (A&E)	Member Secretary

- i. Legal Cell/Nodal Officer shall implement the innovative tool for digitalization of pending court cases of this Institute through Legal Information Management & Briefing System (LIMBS) Portal by uploading and keeping update with the Ministry concerned from time to time on behalf of GKCIET, Malda.
- ii. Legal Cell/Nodal Officer/ Legal Officer shall also look after the entire legal matters and court cases/litigation matters of this Institute in co-ordination with the Legal Advisor / Lawyer in consultation/ routing through Deputy Registrar from time to time with prior permission/approval of the competent authority.
- iii. Legal Cell shall maintain relevant records and documents in a separate Almirah and shall work under the supervision of the Nodal Officer as well as legal Officer of this Institute.
- iv. This issues with the approval of the competent authority.


(Md. Abdur Rajjaque)
Deputy Registrar

Copy to:

1. Persons concerned (by name)
2. Deputy Registrar (Fin) for kind information
3. Director – for kind information please.
4. File copy


(Dr. Subhasis Bhattacharjee)
Assistant Registrar (A&E)