

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
(Deemed University)
LONGOWAL, DISTT. SANGRUR

Ref. No. Admm/5511-26

Dated 01-11-13

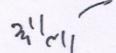
OFFICE ORDER

On the recommendations of the committee of officials, following arrangement is hereby made for smooth functioning and setting-up of Administrative Computer Services System (ACSS) in the Institute:

1. ACSS shall be a separate identity out of CSE department and FI (ACSS) shall report directly to Dean (P&D).
2. ACSS shall look after the works related to networking, MIS/ERP, Video Conferencing, CCTV surveillance, Bio-metrics and e-Tendering or any other work assigned by the competent authority from time to time.
3. Dr. Manoj Sachan, ASP (CSE), Chairman, ACSS shall hand over the complete charge to Dr Sanjeev Singh, Faculty Incharge (ACSS) . All pending works will be scrutinized and further action shall be taken by the Faculty Incharge, ACSS.
4. Separate Lab on the ground floor (the lab below present server lab) shall be transferred to the control of Faculty Incharge, ACSS to set up the server for ACSS. The work shall be executed during the semester break i.e. December 2013/January- 2014 after finalizing and fixing the necessary requirements . Necessary help in this regard shall be rendered by FI(CMW), FI(Electrical) and HOD(CSE).
5. Following staff is deputed / provided under the control Faculty Incharge, ACSS :
 - a) Sh. Sanjeev Parkash, Programmer (CSE)- as webmaster to take over all the inventories related to ACSS and assist in all operations of ACSS.
 - b) Sh. Brij Mohan, Web Consultant and any other person appointed by the outside agency / company under AMC or otherwise related to the work of ACSS shall be under the direct control of FI(ACSS).
 - c) Two skilled workers and one casual worker shall be provided through outsourcing.
6. Dr. R.K.Saxena, ASP (ME), Sh. Pankaj Dass , AP (ECE) and Sh. Manmohan Singh, AP (EIE) will render all assistance to FI(ACSS) in all operations of ACSS.
7. Round the clock security shall be provided to ACSS.

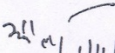
This has the approval of the competent authority.

Endst. No. _____


REGISTRAR
Dated 1/11/13

A copy of above is forwarded to:-

- 1 Director Cell : for kind information of the Director.
- 2 Dean (Academics)
- 3 Dean(P&D): For taking further necessary action at point 5(c) above.
- 4 HOD(CSE)
- 5 Dr. Sanjeev Singh, FI(ACSS) & AP(EIE)
- 6 Dr. Manoj Sachan, ASP(CSE)
- 7 FI, CMW
- 8 Faculty Incharge, Security :- for taking necessary action at point 7 above.
- 9 Faculty Incharge, Electrical
- 10 Chairman, OWC
- 11 Dr. R.K.Saxena, ASP(ME)
- 12 Sh. Pankaj Dass, AP(ECE)
- 13 Sh. Manmohan Singh, AP(EIE)
- 14 Sh. Sanjeev Parkash, Programmer
- ✓ 15 Sh. Brij Mohan, Web Consultant
- 16 File Copy


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