



**THE UNIVERSITY OF BURDWAN**

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**Registrar's Department**

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No : RE/O/II/660

Date : 20-02-2026

**OFFICE ORDER**

Pursuant to the resolution adopted by the Executive Council at its meeting held on 29.01.2026 under item no. 319, Dr. Alokesh Chattopadhyay, an ex-Scientific Officer of IIT Kharagpur, is engaged to act as an ICT Advisor to help and support the development, modernization, and strategic management of the University's Information and Communication Technology (ICT) systems, including the ERP System of the University of Burdwan, on payment of an honorarium of 60,000/- (Rupees sixty thousand) only per month, for a period of one year or until further order whichever is earlier, with immediate effect, subject to the following terms and conditions:

- I. The nature of engagement is on a part-time consultancy / retainer basis. The role shall primarily be advisory and strategic in nature.
- II. A small dedicated ICT support team will be formed to ensure accelerated implementation, continuous monitoring, and sustained progress of ICT initiatives,
- III. The team will function under strategic guidance and coordination, enabling:
  - a) Faster execution of approved ICT initiatives
  - b) Regular monitoring of ongoing digital projects
  - c) Technical documentation and compliance management
  - d) System maintenance oversight and coordination with vendors
- IV. You have to ensure your availability primarily on weekends for on-site engagement as required. Additionally depending upon the volume and urgency of work, you have to ensure your availability up to two weekdays per week, subject to prior mutual scheduling.
- V. Your support may be rendered both on-site and remotely, depending on the nature of the assignment.
- VI. Your advisory support may include, but not be limited to:
  - a) Strategic ICT planning and digital transformation initiatives
  - b) IT infrastructure assessment and modernization roadmap
  - c) Cyber security and data protection advisory
  - d) E-Governance implementation and system integration oversight
  - e) Technical evaluation of ICT procurements and vendor proposals
  - f) Policy formulation related to digital governance and IT systems
- VII. Your engagement would focus primarily on strategic guidance, planning, and monitoring rather than routine operational execution.

By order of the Executive Council

(A. Chatterjee)

Registrar (Officiating)

Date : 20-02-2026

No : RE/O/II/660/1(6)

Copy forwarded for information and necessary action to :

1. Dr. Alokesh Chattopadhyay, an ex-scientific officer of IIT Kharagpur.
2. Dean, F.C. for P.G. Studies in Arts etc, B.U.
3. Dean, F.C. for P.G. Studies in Science, B.U.
4. Finance Officer, B.U.
5. In-Charge, Computer Centre, B.U.- *with a request to place this notification on the University Website.*
6. Vice Chancellor's Secretariat, B.U.

Registrar (Officiating)