



# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/DO/OO/2022-23/0014


December 07, 2022

## **OFFICE ORDER**

### **Digital Library**

Mr. Bikas Kumar (Emp. Code 9579) is given the additional duty of maintaining the digital records like summer project reports, final project reports, e- books etc. with immediate effect. All Academic Coordinators are advised to provide the above-mentioned documents to him immediately.

Mr. Bikas is advised to meet the undersigned regularly for updating him on above work.

  
(Dr. S. L. Gupta)  
Director

To,  
Mr. Bikas Kumar

CC:

1. All Academic Staff
2. All Staff Members
3. P.A. to Director – for filing
4. Office Notice Board