



Centre for Urban Science and  
Engineering  
Improving Quality of Urban Life  
Indian Institute of Technology Bombay



CUSE/OW/2023-24/101

September 18, 2023

### TO WHOM IT MAY CONCERNED

It is to certify that **Mr. Gireesh Kumar Sahariya** is under the employment of **IIT BOMBAY** as a '**Software Engineer**' in the Centre for Urban Science and Engineering from **7 August 2018 to the Present**.

In the course of his work Mr. Gireesh is performing the following duties:

#### 1. System Administrator - from 1 April 2021 to the present.

- Website maintaining of CUSE
- Network configuration of all PC/Laptop of Labs and Faculty/Office of CUSE
- Server maintenance for the CUSE
- Biometric attendance system maintenance for student and staff of CUSE
- LDAP username and password request to CC office and maintenance the ldap id of CUSE
- SSL certificate request and installation in server
- Computer peripheral devices installation and maintain in CUSE
- Maintain all IP of Centre and network router
- Maintain the audio visual equipment for the conference system of the CUSE

#### 2. Purchasing related work - from 7 august 2018 to the present

- SAP ERP MM and FICO module handling
- End user training for SAP ERP MM and FICO module
- All equipment and consumables items Purchasing through SAP ERP MM and FICO Module
- Budget and financial reports
- Purchasing items through GEM portal

#### 3. Office Administration work - from 1 April 2021 to the present

- Store related work
- Maintaining stock register of assets

In this period, he has shown full sincerity, dedication and hard work towards his concerned job, which has helped in improving the management and smooth running of our Centre.

If I may be able to assist further in any way, please write to me at [head.cuse@iitb.ac.in](mailto:head.cuse@iitb.ac.in).

Sincerely,

*Virendra Sethi*

Name: Prof. Virendra Sethi

Designation: Head, CUSE

Extension No. : 9301

शहरी विज्ञान एवं अभियंत्रिकी केंद्र  
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प्रमुख / HEAD  
शहरी विज्ञान एवं अभियंत्रिकी केंद्र  
Centre for Urban Science and Engineering

*P. Saharia*  
18/09/23