

OFFICE OF THE PRINCIPAL, ANANDAPUR COLLEGE, ANANDAPUR

No. 160

Date- 03/07/2023

Office Order

The following works have been assigned among the Class-III employees of the College for functioning of the Office Work. The assignments will come in to force with immediate effect.

1. Sri Laxmidhar Patra, Head Clerk.
GPF, Pension, NPS, Affiliation, Concurrence, IDP, RUSA, Official Correspondence, Construction & other Establishment work.
2. Sri Dayanidhi Naik, Junior Clerk-cum-Cashier, Accountant I/c.
Non-DP Salary, D.P. requirement, EPF, IT, Cash Book & Audit Compliance, all other Account related matters & YRC.
3. Sri Samaran Sinha, Junior Clerk.
Examination, Salary Pay Bill.
4. Smt. Sushana Sahoo, Junior Clerk.
Establishment, Stocks & Stores, NSS, Postage, Official Correspondence, Diary, Dispatch.
5. Sri Gourishankar Panda, Junior Clerk.
CAPA, Collection Counter, Daily Collection Register, NCC, Pension, e-mail, Official Correspondence, RTI.
6. Smt. Puspala Ram, Junior Clerk-cum-DEO(+2)
+2 SAMS, +2 Scholarship, +2 Academic, computer work related to +2 Examination, download of online letters & other urgent work as assigned by Principal.
7. Sri Sushanta Kumar Mishra, Junior Clerk-cum-DEO (+3)
+3 SAMS, +3 Academic, +3 Scholarship, Computer work related to +3 Examination, e-Dispatch, preparation of HFI bills, EPF & other urgent work as assigned by Principal.

Memo No. 1063 Date 03/07/2023

Copy to Person Concerned/ SCR/Academic Section/Library/Exam. Section /All SAMS/OGF/PGF.

Principal,
Anandapur College, Anandapur
Principal,
Anandapur College, Anandapur

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Anandapur College, Anandapur
Principal,
Anandapur College, Anandapur