



Office of the Principal,
ANANDAPUR COLLEGE, ANANDAPUR

DIST.- KEONJHAR, 758021 (ODISHA)
www.anandapurcollege.com
email:- principal.anandapur@gmail.com
Accredited to NAAC (2nd Cycle) 'B'

Phone- 06731-240250
Mobile- 8895101600

Order No.887

Dt.22.07.2026

OFFICE ORDER

The following duties have been assigned among the ministerial employees of the College for smooth functioning of the Office Work. The assignments will come in to force with immediate effect.

1. **Smt. Sulochana Sahoo, Head Clerk I/c**
GPF, Pension, IDP, RUSA, Official Correspondence, Construction & Other Establishment work, Stocks & Stores, NSS, Postage, Issue
2. **Sri Dayanidhi Naik, Junior Clerk-sum-Cashier, Accountant I/c.**
Non-DP Salary, D.P. salary requirement, EPF, Income TAX, Cash Book, Audit Compliance, other Account related matter & YRC
3. **Sri Sambaran Sinha, Junior Clerk**
Examination (+2,+3) RTI, Sports
4. **Sri Gourishankar Panda, Senior Clerk**
CAPA, Collection Counter, Daily Collection Register, NCC, Official Correspondence, NPS, Diary, Affiliation, Concurrence
5. **Smt. Pupalata Ram, Junior Clerk-cum-DEO (+2)**
+2 SAMS, +2 e-Scholarship, +2 Academic, Computer Work related to +2 examination, UDISE, Download of online letters & other urgent work as assigned by Principal.
6. **Sri Sushanta Kumar Mishra, Junior Clerk-Cum-DEO (+3)**
+3 SAMS, +3 Academic, +3 e-Scholarship, Computer work related to +3 Examination, e-Dispatch, preparation of HRMS Bills, IFMS related works HIMS, Bio-metric attendance, EPF & other urgent work as assigned by Principal.


Principal
Anandapur College, Anandapur
Anandapur
22-7-26

Memo No. 888 Date 22.07.2026
Copy to Person Concerned/ SCR/ Academic Section/ Library/ Exam. Section/ All SAMS/ OGF/
PGF for information.


Principal
Anandapur College, Anandapur
Anandapur
22-7-26