

SL NO	NAME	TYPE OF WORKS
01	MRS BIDESINI NAIK	COMPLY OF RDE/DHE(O) LETTERS/ LEAVE MATTERS, HOLIDAY LIST, STAFF ATTENDANCE (ONLY NON-TEACHING +2 ACCOUNT, DCR,SERVICE BOOK COLLECTION, ISSUE-OF CLC/CONDUCT/BONAFIED/DAK/DESPATCH/+2 FORM FILL-UP & EXAMINATION/RTI/ / AND ANY OTHER WORK (S) ASSIGNED BY THE UNDERSIGNED FROM TIME TO.
02	MR DILESWAR PRADHAN	GOVERNING BODY, AFFILIATION AND CONCURRENCE (+2 & +3), TRANSFER AND POSTING, PENSION, C.C.R., PLANNING, ASSEMBLY QUESTION, LEGAL MATTERS / COURT CASES, GENERAL CORRESPONDENCE AND SUPERVISION, ANNUAL INCREMENT, GENERAL PURCHASE, ADVANCE REGISTER/ E-PENSION, HRMS/HIMS AND ANY OTHER WORK (S) ASSIGNED BY THE UNDERSIGNED
03	MR AUROBIND DILA	+3 ADMISSION /ROM/FORM FILL-UP/+3 EXAM(1-6 SEM)/ISSUE OF +3 CLC /REG/AFFILIATION/ MIGRARTION /CERT/RECOGNITION/HIMS
04	MRS PRATIVA PANDEY	DAK-RECEIVE/DESPATCH/+3 COLLECTION/+3 DCR MP SALARY/ Whatsapp Notice AND ANY OTHER WORK (S) ASSIGNED BY THE UNDERSIGNED FROM TIME TO TIME
05	MR JAGABANDHU BEHERA	INFRASTRUCTURE AND DEVELOPMENT , GENERAL / LOCAL BODY-ELECTIONS,I CARD, INCOME TAX /ESI /RUSA /OHEPEE /UGC/MCAPS/YRC/NSS/EPFO/NCC/SCHOLARSHIP/WEBSITE/ SMS/IQAC/AQAR/ SSR/CAPA/CCTV/SMART BOARD/BIO-MATRIC/ PURCHASE
06	MR RABINARAYAN DAS	ATTACHED TO PRINCIPAL ROOM /BANK CASH DEPOSIT/TREASURY AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
07	MRS SAROJ NAIK	IN- CHARGE OF CAMPUS CLEANING, I CARD ISSUE, SPORTS AND GAME ACTIVITIES, YOUTH RED CROSS, SOCIAL SERVICE GUILD, STUDENT ATTENDANCE AND CALCULATION/EL/CL/DL/ML/ APAAR ID AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
08	MRS SUSMITA SAHANI	LIBRARIAN WORKS ALONG WITH GENERAL STOCK AND STORE, DISTRIBUTION OF ID CARDS, COLLEGE CLEANNESS, LEAVE RECORD MAINTAIN (NON-TEACHING).
09	MRS BABITA RANA	LIBRARY CLEANNESS, AUTOMATION, DISTRIBUTE ID CARDS AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
10	MR RABINDRA KUMAR SATAPATHY	GENERAL STOCK AND STORE, APAAR ID, AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
11	MRS BHARATI SAHU	LAB WORKS ALONG WITH GARDEN CLEANNESS, GENERAL STOCK AND STORE AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
12	MR MUNU GOUR	BANK WORKS,LAB WORKS ALONG WITH ATTACHED TO ESTABLISHMENT SECTION, DISBURSMENT OF LETTERS/NOTICE, AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
13	MR LAXMAN BEHERA	WATCHMAN WORKS ALONG WITH CLEANNESS / GATE ENTRANCE RECORDS MAINTAIN, AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
14	MR JUGAL KISHOR BEHERA	LAB WORKS ALONG WITH ATTACHED TO ESTABLISHMENT

		SECTION/BANK DEPOSIT, AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
15	MRS SANJU BHAINSA	CLEANESS OF STAFF COMMON ROOM, OFFICE, STUDENT COMMON ROOMS, WATER SUPPLY TO OFFICE(S), AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
16	MRS BINA SANDHA	SWEEPRESS, CAMPUS CLEANLINESS , AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
17	MRS BANDHABI SINGH	SWEEPRESS, CAMPUS CLEANLINESS , AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
18	MRS DURLAVI NAIK	CAMPUS CLEANLINESS/ ENTRANCE GATE (06.00-10.00 AM), AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
19	UMESH ROHIDAS	LIGHT ON/OFF SCIENCE BLOCK GROUND FLOOR AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED WORKS ASSIGNED BY THE UNDERSIGNED
20	KUTUNU ROHIDAS	NEWS PAPER,WATER SUPPLY, LIGHT ON/OFF ARTS BLOCK AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED WORKS ASSIGNED BY THE UNDERSIGNED, ENTRANCE GATE
21	SHIV KUMAR SAHU	STUDENT(+2) ATTENDACE REGISTER , OTHER WORKS ASSIGNED BY THE UNDERSIGNED WORKS ASSIGNED BY THE UNDERSIGNED
22	SATYAM BESAN	STUDENT (+3)ATTENDACE REGISTER , LIGHT ON/OFF SCIENCE BLOCK 1 ST FLOOR, OTHER WORKS ASSIGNED BY THE UNDERSIGNED WORKS ASSIGNED BY THE UNDERSIGNED
23	PITAMBAR MIRIG	STAFF ATTENDANCE REGISTER, WATER, LIGHT ON/OFF COMMERCE BLOCK , WATER TANK, ENTRANCE GATE (02.00-06.00 PM), AND ANY OTHER WORKS ASSIGNED BY THE UNDERSIGNED
24	ALL PEONS, ATTENDANTS	CLEANLINESS