



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

No. NITMGH/ES/NOT/ Vol.VIII/2022-23/2663

Date: 9.02.2023

OFFICE ORDER

In partial modification of Office Order/(s) No. NITMGH/ES/NOT/Vol.IV/2019-20/1411 dated 17.10.2019 etc., this is to notify that the Section and incumbent wise allocation of duties in respect of Director's Office, Registrar's Office, Establishment and General Administration, Finance & Accounts, Internal Audit, Academics and Purchase Sections are as given in Annexure-A appended with this Order. The modified allocation order shall come into force immediately and until further orders.

This issues with approval of the Competent Authority.

P. Malapochi
Registrar 9/2/2023

Encl.: - Annexure-A

Copy to: -

1. PA to the Director, NIT Meghalaya for kind information of the Director.
2. All Deans for kind information.
3. Chief Vigilance Officer for kind information.
4. Chief Warden for kind information.
5. All HODs/ PICs/ Wardens/ Section Heads for kind information.
6. Concerned employees for information and necessary action.
7. E-notice to all employees & Trainee Teachers.
8. Concerned Personal Files for record.

**POSTING AND INDICATIVE RESPONSIBILITIES AND DUTIES OF RECENTLY
RESHUFFLED AND EXISTING STAFF**

The Section and incumbent wise allocation of duties in respect of Director's Office, Establishment and General Administration, Finance & Accounts, Internal Audit, Academics and Purchase Sections are as under: -

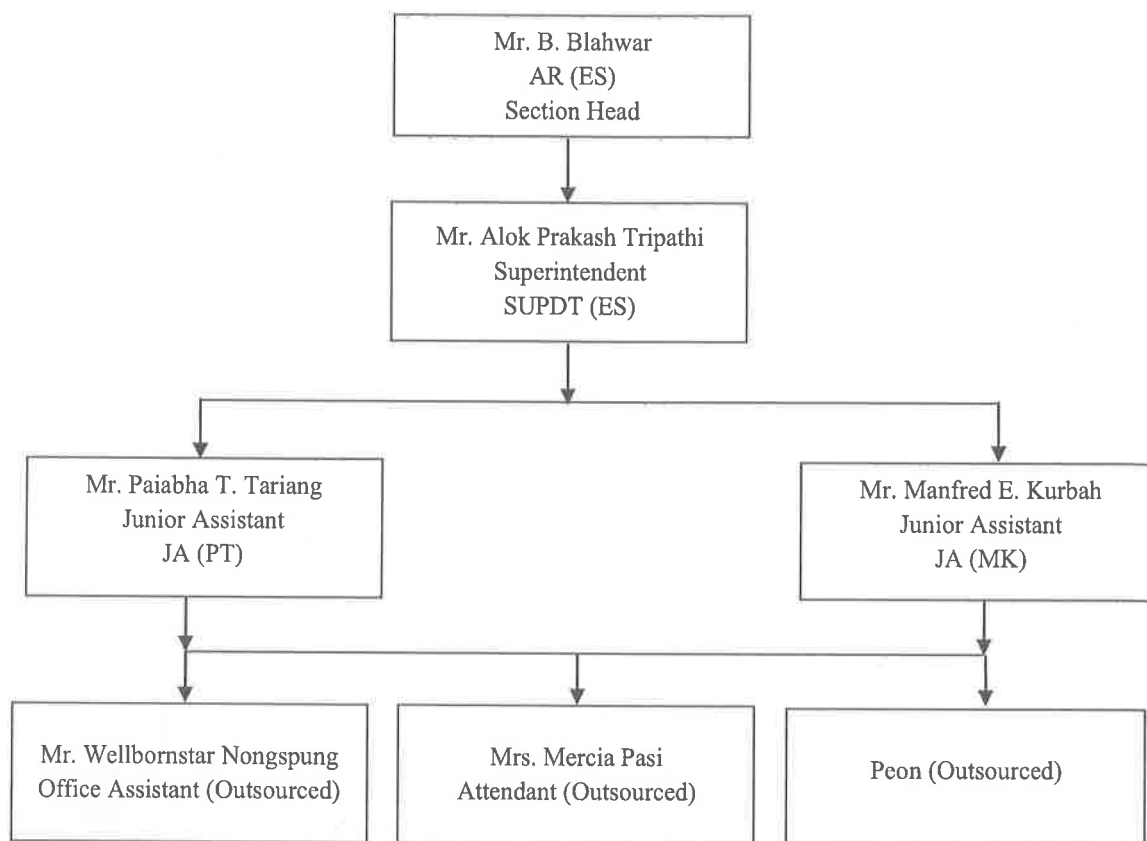
1. Director's Office

Name	Indicative Responsibilities	Report to
Ms. Shampa Purkayastha Personal Assistant	<ol style="list-style-type: none"> 1. Overall in charge of Director's Office/ Secretariat. 2. Arrangement of Air tickets and hotel bookings for official tours of BoG/ FC/ Selection Committee/ etc. Members and for those employees on an official tour approved by the Director. 3. Report to Director in all matters. 4. Any other duties assigned by the Institute authorities from time to time. 5. <i>For APAR</i> - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director 	Director

2. Registrar's Office

Name	Indicative Responsibilities	Report to
Mr. Redsing Khasain Shabong, Junior Assistant	<ol style="list-style-type: none"> 1. Overall in charge of Registrar's Office 2. To assist the Registrar in managing his office including preparation of all kinds of Agendas, Minutes, Reports, etc. 3. Prepare replies to queries from MoE, Parliament questions, general correspondence, etc. in respect of the Registrar's Office. 4. Report to the Registrar in all of the above matters. 5. Any other duties assigned by the Institute authorities from time to time. 6. <i>For APAR</i> - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director 	Registrar

3. Establishment and General Administration Section



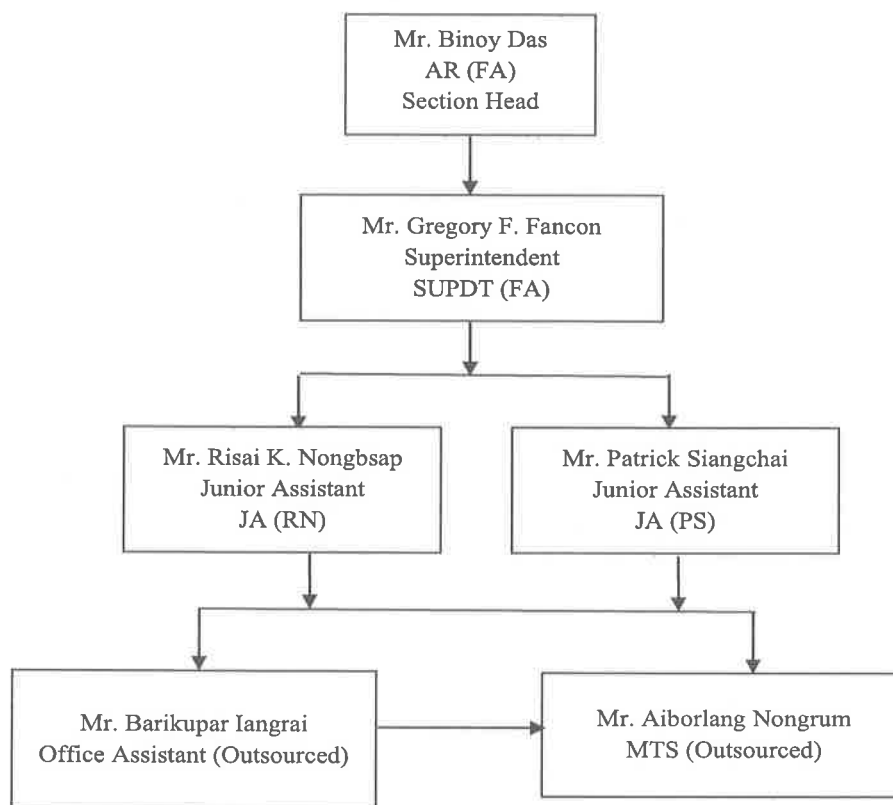
Indicative Responsibilities of the Section:

1. Scrutinizing and processing applications from faculty members, Trainee Teachers, Project Staff and non-teaching employees for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, etc.
2. Scrutinizing and processing applications for medical advance, for forwarding through proper channel, NOCs for interviews, bona fide certificates, address proof, loan applications, passport application or its renewal, etc. of regular employees of the Institute.
3. Scrutinizing and processing application for bona fide certificates and NOCs for interviews of Trainee Teachers.
4. Scrutinizing and processing application for bona fide certificates and address proof of Project Staff.
5. Scrutinizing and processing all matters related with attestation and police verification (Form-ES6) of regular employees of the Institute.
6. Scrutinizing and processing LTC applications of regular employees of the Institute.
7. Scrutinizing and processing all matters related with declaration of dependents, hometown, etc. (Form-ES4) of regular employees of the Institute.
8. Scrutinizing and processing terminal benefits, like leave encashment, gratuity, etc. of resigned / superannuated employees of the Institute.
9. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of employees on deputation/ lien from other organizations/ Institutes.
10. Scrutinizing and processing of Children Education Allowance.
11. Scrutinizing and processing matters related with New Pension System.

12. Maintenance of service records, leave accounts, updating of personal files and Service Books of regular employees of the Institute.
13. Maintenance of leave accounts and updating of personal files of Trainee Teachers.
14. Maintenance of front office activities like receipt and dispatch of letters and parcels, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost.
15. Scrutinizing, processing and correspondence with NEHU and building owners for matters related with Leased Accommodation taken by the Institute at Bijni Complex (for the temporary campus) and for hostels and Director's residence respectively.
16. Scrutinizing and processing all matters related with recruitment and appointment of regular employees and engagement of consultants and contractual staffs.
17. Scrutinizing and maintenance of leave and monitoring the performance of consultants, contractual and outsourced staff and security personnel.
18. Cross checking of attendance sheets of all outsourced manpower and contractual employees and forward to the F&A Section for further action.
19. Cross checking the EPF and ESIC contributions uploaded by the outsourced manpower providing agency.
20. Scrutinizing and processing replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.
21. Scrutinizing and processing of Internal Circulars, Office Orders, Notifications, etc.
22. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute.
23. To oversee data entry, etc. for recruitment of Faculty and Non Faculty, if required.
24. Report to Registrar in all above matters.
25. Any other duties assigned by the Institute authorities from time to time.
26. **Leave Reliever:** In the absence of AR (ES) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (ES) rejoins duty.
27. **Leave Reliever:** There is no leave reliever for the Supdt (ES) and files shall be put up from Jr. Assistants directly to the AR(ES).
28. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty or as decided by AR(ES).
29. **For APAR of Mr. B. Blahwar, AR(ES)** - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director
30. **For APAR of Superintendent (ES) and Junior Assistants (ES)** - Reporting Officer: AR (ES), Reviewing Officer: Registrar, Accepting Officer: Director.
31. The Section i/c, i.e. AR(ES) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

4. Finance & Accounts Section

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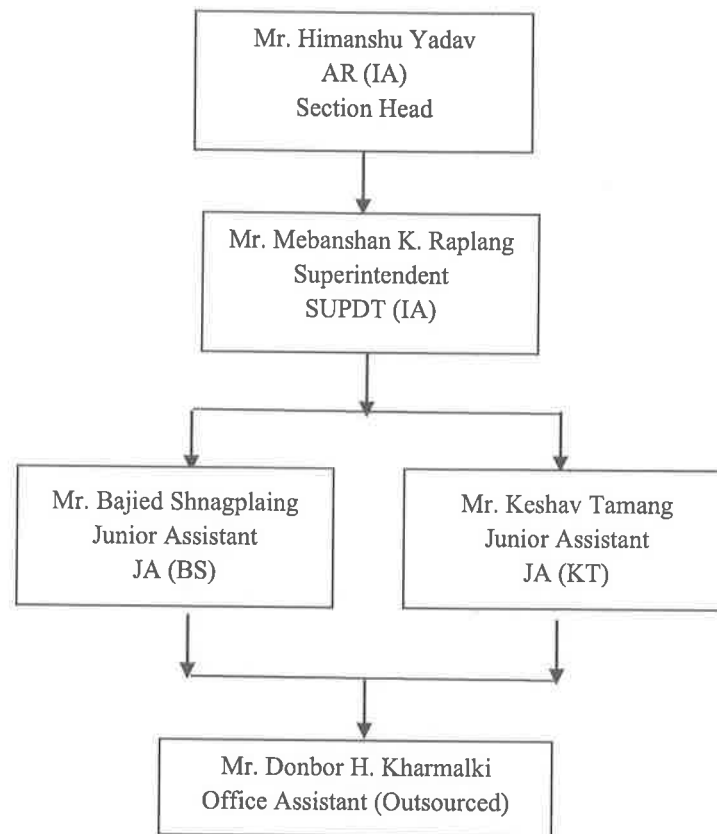


Indicative Responsibilities of the Section:

1. Passing of bills (through files).
2. Verification and release of payment.
3. Collection of Cheques/ refunds to Institute through Money Receipt book.
4. Working and furnishing information asked by MoE from time to time related to Budget (RE/ BE), Expenditure, UC, etc.
5. Preparation of Monthly Salary of regular and contractual employees, Trainee Teachers, Project Staffs, Outsourced personnel, Guest/ Adhoc/ Adjunct faculty, etc. and sending it to the Bank regularly and timely.
6. Preparation of allied payments/ receipts/ returns including Income Tax, Professional Tax and other deductions.
7. Preparation for GST Filing and Bank Reconciliation.
8. Preparation Bank Reconciliation Statement each month.
9. Monitoring of CPDA of all Faculties and maintaining CPDA Register/ Accounts of each Faculty.
10. To operate Tally & Public Financial Management System (PFMS).
11. Providing all kind of Accounts related data/information to MoE and other Statutory Organizations.
12. Preparation of Balance Sheet and Income and Expenditure Statement and Audited Statement in time.
13. Release of advances// imprest and their timely settlement.
14. Checking of UCs/ Expenditure for the Sponsored Projects.
15. Preparation of Annual Accounts.

16. Conducting the Audit of Accounts and preparation of Audit Replies to the CAG Audit observations, CA observations, Internal Audit observation, etc.
17. To send salary slips to the Faculty and staffs.
18. To inform all the employees about any credit/debit that has taken place in their account.
19. Stipend of P.G. students, JRFs, Project staff, etc.
20. Payments for Hostel maintenance fees, water supply, Telephone, Transport, Security, Housekeeping, etc.
21. D.A. and increment arrears payment.
22. Processing and release of Payments against bills/receipts/Purchase order Supply of all Depts./Sections.
23. TA bills/ reimbursement claims of faculty, Trainee Teachers, Project Staffs, P.G. Students and non-teaching employees who attended Conferences, Workshops, Meetings, Trainings, etc.
24. TA bills and honorarium of BOG, FC, Senate, B&WC, Selection Committee members and all guests and invitees of the Institute.
25. Payment of Medical reimbursement bills of faculty, staff and students
26. Reimbursement from CPDA of faculty members for Membership fees, approved purchases, etc. as per prevailing rules.
27. Payment of LTC advance and the final settlement claims.
28. All the activities related to Income Tax including deduction, deposit, filing returns, issue of Form 16, etc.in time.
29. Report to Registrar in all above matters.
30. Any other duties assigned by the Institute authorities from time to time.
31. **Leave Reliever:** In the absence of AR (F&A) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (F&A) rejoins duty.
32. **Leave Reliever:** In the absence of Superintendent (F&A) due to leave or tour or otherwise, Superintendent (IA) shall be the leave reliever till Superintendent (F&A) rejoins duty or as decided by AR(F&A).
33. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty or as decided by AR(F&A).
34. **For APAR of Mr. Binoy Das, AR(F&A)** - Reporting Officer: Registrar, Reviewing Officer and Accepting Officer: Director
35. **For APAR of Superintendent (F&A) and Junior Assistants (F&A)** - Reporting Officer: AR (F&A), Reviewing Officer: Registrar, Accepting Officer: Director
36. The Section i/c, i.e. AR(F&A) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

5. Internal Audit Section

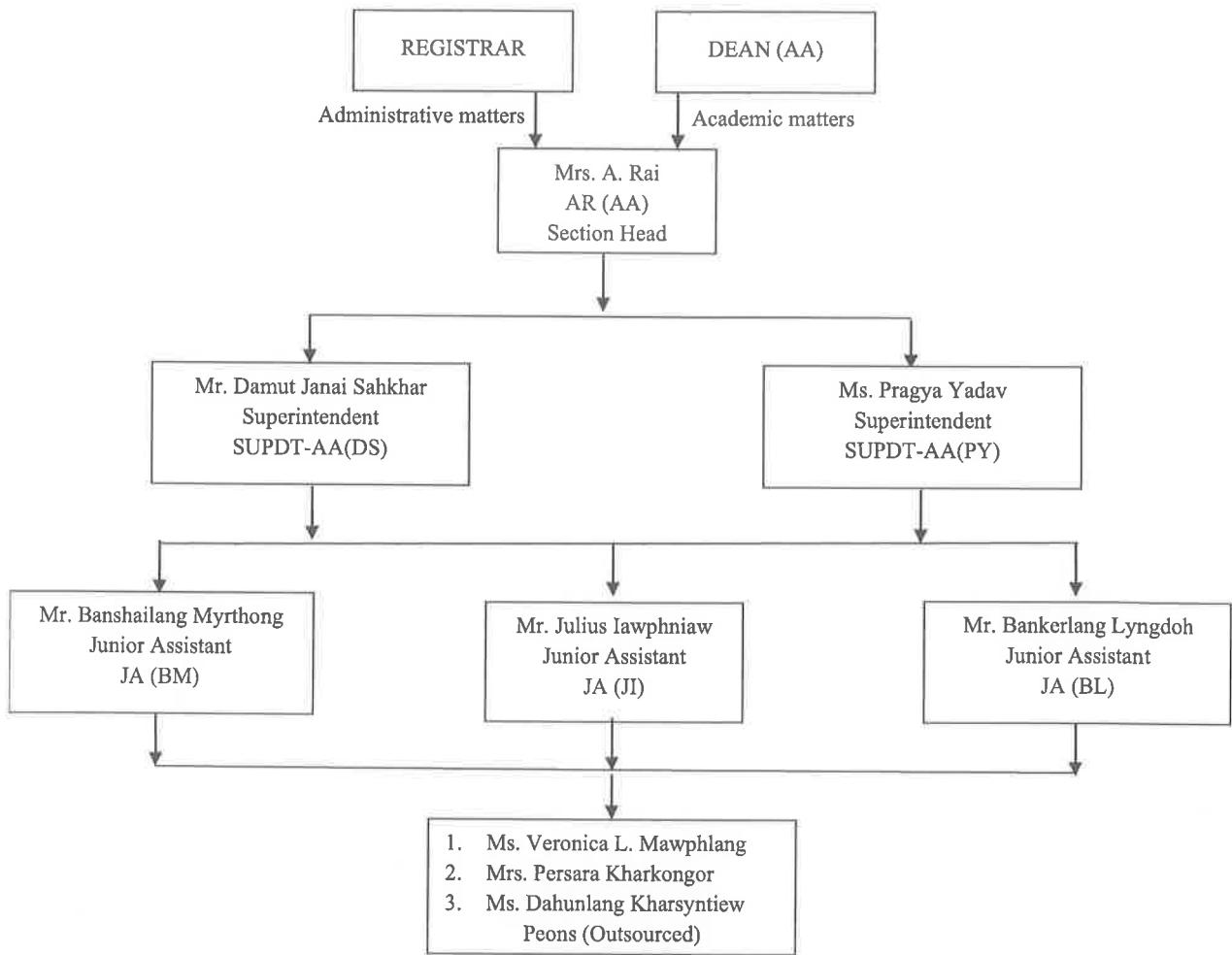


Indicative Responsibilities of the Section:

1. Auditing of Re-imburements Bills, Advance Adjustment Bills, TA Bills, LTC Bills, etc.
2. Vetting of Purchase proposals and procedures, orders of the Institute.
3. Auditing of Purchase, Work Bills, Single Tender Enquiry (STE) etc. of the Institute.
4. Auditing of Miscellaneous bills, etc of the Institute and Quarterly/Half yearly audit of the payments/expenditures/purchase.
5. Auditing Reimbursement from CPDA of faculty members for Membership fees, approved advances for attending seminars, conference, workshop, meeting in India and aboard & their timely settlement.
6. Auditing of Payments for Hostel Maintenance Fees, Water Supply, Telephone, Transport, Security, Housekeeping, etc.
7. Auditing of D.A. and increment arrears payment and all other arrear payments.
8. Auditing and Processing for Payment of Purchase Orders, Supply of bills, Engineering Section bills and all other bills/receipts of the Depts/Section.
9. Auditing of Medical reimbursement bills of faculty, staff and students.
10. Auditing of bills relating to Children Education Allowance.
11. Carry out half yearly audit of the payment Vouchers/bill payments.
12. Liaise with Accounts Section during CA audit, CAG audit etc.
13. Verify all the bills/receipts payment Vouchers (Bank Payment/Bank Receipt) before they are passed for release and payment.
14. Carry out annual physical stock verification of equipment, furniture, fixtures, consumables, etc as per GFR norms.

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15. Any other duties assigned by the Institute authorities from time to time.
 16. Report to Registrar in all above matters.
 17. **Leave Reliever:** In the absence of AR (IA) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (IA) rejoins duty.
 18. **Leave Reliever:** In the absence of Superintendent (IA) due to leave or tour or otherwise, Superintendent (F&A) shall be the leave reliever till Superintendent (IA) rejoins duty or as decided by AR(IA).
 19. **For APAR of Mr. Himanshu Yadav, AR(IA)** - Reporting Officer: Registrar, Reviewing Officer and Accepting Officer: Director
 20. **For APAR of Superintendent (IA) and Junior Assistants (IA)** - Reporting Officer: AR (IA), Reviewing Officer: Registrar, Accepting Officer: Director
 21. The Section i/c, i.e. AR(IA) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

6. Academics Section



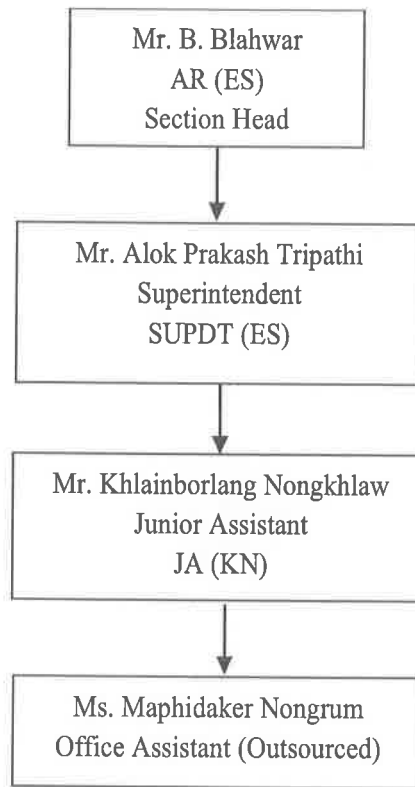
Indicative Responsibilities of the Section:

1. Report to Dean (AA) in all Academic matters /activities and Registrar in all matters related to Administration.
2. To assist or prepare, process, scrutinize and supervise all matters related to the following across all the Programmes:-
 - a) Admissions
 - b) Semester Course Registration
 - c) Summer Term Courses
 - d) Support Examination Cell
 - e) Result Maintenance
 - f) Scholarships (Ph.D & M.Tech)
 - g) APC & Senate Meetings
 - h) Academic related support during Convocation
3. Scrutinizing and processing applications from students and scholars for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, Long Term Internships, etc.
4. Scrutinizing and processing applications for bonafide certificates, NoCs, various academic certificates like transcripts, migration, character, no dues, etc, across all the Programmes.

5. Scrutinizing and processing all matters related with verification of students (present and Ex-students) for higher education in foreign universities, jobs, education loan and various other schemes.
6. Scrutinizing and processing the leave application of students/scholars including personal, academic, medical, maternity and paternity leaves.
7. Scrutinizing and processing the application of students/scholars for course discontinuation, course re-continuation, branch change, grade change, enhancement of scholarships, change of category etc.
8. Opening and maintaining the personal files and database of all the students, scholars, research associates and Post Doctorate fellows.
9. Maintenance of leave accounts including Personal, Medical and Academic Leaves for M.Tech & Ph.D Scholars.
10. Maintenance of office activities like receipt and dispatch of letters, academic certificates, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost from Academic Section.
11. Providing Academic related replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.
12. Scrutinizing and processing of Internal Circulars, Office Orders, and Notifications, associated with Academic matters.
13. Making arrangements and preparations for various Academic Meetings and Functions, Annual Research Conclaves, Curriculum Development Workshops, NBA Accreditation Matters, examination and interviews for selection to Ph.D Programmes, Post Doctorate and Research Associates, etc.
14. Assist in collecting and compiling feedback from the students before the midterm and the end term examinations.
15. Scrutinizing and processing semester wise applications of students for fee remittance as per the MoE norms.
16. Scrutinizing and processing applications from students for refund of excess fees paid, caution deposit refund, reimbursement of bills submitted after attending conference, workshops, etc.
17. Prepare Academic Calendars for the Academic Year for approval of the Senate.
18. Maintaining and updating the Academic Ordinances after amendments as per approval of the Senate and/or BoG.
19. Collecting, making, printing and issuing results after every end term examination.
20. Collecting workload distribution of the faculties across all the Programmes before the beginning of the semester and notifying the courses to be offered to the all concerned.
21. Arrangement of Air tickets for official tours related to Academic Activities of the Institute, Senate Members and Convocation invitees.
22. All works related with preparation of identity cards of students/scholars/research associates and Post Doc.
23. Assisting the HODs and other faculty members with office work, filing, correspondence receipt and issue.
24. Maintaining attendance records and leaves of M.Tech students, Ph.D. Scholars and Project Staff and submission of the same to F&A Section for approval and disbursal of stipend.
25. Conducting Class Room Inspection before the beginning of the Semester and reporting repair/purchase activities to the concerned sections.
26. Maintaining records of issue of projectors and projector remote controls.
27. Works related with Examination Cell as assigned from time to time.

28. Preparation, distribution & circulation of Senate Agenda, Minutes and all other meetings of Academic Work. Arrangements of Tea/snacks etc. for the meetings.
29. Assisting the CVO with his activities from time to time.
30. Assisting the PiCs (AA) with academic activities.
31. Report to either Registrar or Dean (AA), as the case may be, in all above matters.
32. **Leave Reliever:** In the absence of AR (AA) due to leave or tour or otherwise, one of the Superintendent (AA) shall be assigned as the leave reliever till AR (AA) rejoins duty.
33. **Leave Reliever:** In the absence of any of the Superintendents (AA) due to leave or tour or otherwise, another Superintendent (AA) present on the day shall take over the work of the absent Superintendent till he/she rejoins duty or as decided by AR(AA).
34. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty.
35. Report to either Registrar or Dean (AA), as the case may be, in all above matters.
36. Any other duties assigned by the Institute authorities from time to time.
37. **For APAR of Mrs. A. Rai, AR(AA)** - Reporting Officer: Dean (AA), Reviewing Officer and Accepting Officer: Director
38. **For APAR of Superintendents (AA) and Junior Assistants (AA)** - Reporting Officer: AR (AA), Reviewing Officer: Dean (AA), Accepting Officer: Director
39. The Section i/c, i.e. AR(AA) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

7. Purchase Section



Indicative Responsibilities of the Section:

1. Processing and put up all matters related with Purchase, AMC, Annual Maintenance of stock records and numbering of furniture, fixtures, etc. strictly as per the GFR 2017.
2. Maintain records and verify Institute equipment, consumables, Furniture & Fixtures, hostel furniture & fixtures, hostel gyms and sports equipment and consumables, etc along with Internal Audit Section.
3. Processing for release of advertisements and tenders through newspapers and website as per GFR.
4. In-charge of all works related with preparation of identity cards of regular employees, project staffs and Trainee Teachers. Printings, procurement of required items on cash purchase.
5. Assisting in tender opening, staff recruitment examinations, interviews, tender finalization and issuance of Purchase order including liaison with the parties if required. etc.
6. Report to AR(ES) in all above matters.
7. Any other duties assigned by the Institute authorities from time to time.
8. **For APAR of Junior Assistant (KN)** - Reporting Officer: AR-ES, Reviewing Officer: Registrar, Accepting Officer: Director
9. The Section i/c, i.e. AR(ES), may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

Additional responsibilities and duties assigned to Mr. Khlainborlang Nongkhlaw, Jr. Asst.

A. Works related with providing transportation facility:

1. Assist the Professor In-charge of official vehicles in all matters related with the Director's official vehicle, Ambulance and Institute's hired vehicles and buses including their award of Contract, Verification & finalization of monthly bills to the vendor.
2. Looking after bus arrangement, liaison and correspondence with transport service providing agency for bus requisitions and scheduling.
3. Arrangement and hiring of official vehicles for the Institute officials and invited guests, liaison and correspondence with transport service providing agency for the same.
4. Report to the Professor In-charge, Transportation in above matters.

B. Works related with Security Committee:

1. Assist in Security arrangement and all matters related to deployment and functioning of Security personnel (outsourced).
2. Report to the Professor In-charge, Security Committee in above matters.

P. Mahapah
Registrar (i/c) 9/2/23



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No. NITMGH/ES/NOT/ Vol.VIII/2022-23/2704

Date: 14.02.2023,

CIRCULAR

In continuation of Office Order No. NITMGH/ES/NOT/Vol.VIII/2022-23/2663 dated 09.02.2023 etc, and in accordance with para No. 31 of the Indicative Responsibilities of the ES Section, this is to notify that the duties allotted to Mr. Paiabha T. Tariang, Jr. Assistant (ES) and Mr. Manfred E. Kurbah, Jr. Assistant (ES) with effect from the date of issue of the order shall be as follows:

Mr. Paiabha T. Tariang, Jr. Assistant (ES)	<ol style="list-style-type: none">1. Scrutinizing and processing applications from faculty members and Project Staff of PH, MA, HS Departments and Non-teaching employees for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, etc.2. Scrutinizing and processing applications from faculty members of PH, MA, HS Departments and Non-teaching employees for medical advance, for forwarding through proper channel, NOCs for interviews, bona fide certificates, address proof, loan applications, passport application or its renewal, etc.3. Scrutinizing and processing application for bona fide certificates and address proof for Project Staff of PH, MA, HS Departments.4. Scrutinizing and processing all matters related with attestation and police verification (Form-ES6) of faculty members of PH, MA, HS Departments and Non-teaching employees.5. Scrutinizing and processing LTC applications of faculty members of PH, MA, HS Departments and Non-teaching employees.6. Scrutinizing and processing all matters related with declaration of dependents, hometown, etc. (Form-ES4) of faculty members of PH, MA, HS Departments and Non-teaching employees.7. Scrutinizing and processing terminal benefits, like leave encashment, gratuity, etc. of resigned / superannuated faculty members of PH, MA, HS Departments and Non-teaching employees.8. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of faculty in PH, MA, HS Departments and Non-teaching employees on deputation/ lien from other organizations/ Institutes.9. Scrutinizing and processing matters related with New Pension System and assisting the NPS Nodal Officer and Alternate Nodal Officer in this regard.10. Maintenance of service records, leave accounts, updating of personal files and Service Books of faculty members of PH, MA, HS Departments and Non-teaching employees.11. Maintenance of front office activities like receipt and dispatch of letters and parcels, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost.12. Scrutinizing, processing and correspondence with NEHU and building owners for matters related with Leased Accommodation taken by the
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	<p>Institute at Bijni Complex (for the temporary campus) and for hostels and Director's residence respectively.</p> <ol style="list-style-type: none">13. Scrutinizing and processing all matters related with recruitment and appointment of regular employees and engagement of consultants and contractual staffs.14. Scrutinizing and maintenance of leave and monitoring the performance of consultants, contractual and outsourced staff and security personnel.15. Cross checking of attendance sheets of all outsourced manpower and contractual employees and forward to the F&A Section for further action.16. Cross checking the EPF and ESIC contributions uploaded by the outsourced manpower providing agency.17. Scrutinizing and processing replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.18. Scrutinizing and processing of Internal Circulars, Office Orders, Notifications, etc.19. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute.20. To oversee data entry, etc. for recruitment of Faculty and Non Faculty, if required.21. Report to Registrar in all above matters.22. Any other duties assigned by the Institute authorities from time to time.23. Leave Reliever: To be the Leave Reliever for Mr. Manfred E. Kurbah in his absence due to leave or tour or otherwise, till he rejoins duty or as decided by AR(ES).
Mr. Manfred E. Kurbah, Jr. Assistant (ES)	<ol style="list-style-type: none">1. Scrutinizing and processing applications from faculty members, Trainee Teachers and Project Staff of CE, CS, CY, EC, EE and ME Departments for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, etc.2. Scrutinizing and processing applications from faculty members of CE, CS, CY, EC, EE and ME Departments for medical advance, for forwarding through proper channel, NOCs for interviews, bona fide certificates, address proof, loan applications, passport application or its renewal, etc.3. Scrutinizing and processing application for bona fide certificates, address proof and NOCs for interviews of Trainee Teachers.4. Scrutinizing and processing application for bona fide certificates and address proof for Project Staff of CE, CS, CY, EC, EE and ME Departments.5. Scrutinizing and processing all matters related with attestation and police verification (Form-ES6) of faculty members of CE, CS, CY, EC, EE and ME Departments.6. Scrutinizing and processing LTC applications of faculty members of CE, CS, CY, EC, EE and ME Departments.7. Scrutinizing and processing all matters related with declaration of



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	<p>dependents, hometown, etc. (Form-ES4) of faculty members of CE, CS, CY, EC, EE and ME Departments.</p> <ol style="list-style-type: none">8. Scrutinizing and processing terminal benefits, like leave encashment, gratuity, etc. of resigned / superannuated faculty members of CE, CS, CY, EC, EE and ME Departments.9. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of faculty in CE, CS, CY, EC, EE and ME Departments on deputation/ lien from other organizations/ Institutes.10. Scrutinizing and processing of Children Education Allowance.11. Maintenance of service records, leave accounts, updating of personal files and Service Books of faculty members of CE, CS, CY, EC, EE and ME Departments.12. Maintenance of leave accounts and updating of personal files of Trainee Teachers.13. Maintenance of front office activities like receipt and dispatch of letters and parcels, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost.14. Scrutinizing and processing all matters related with recruitment and appointment of regular employees and engagement of consultants and contractual staffs.15. Scrutinizing and processing of Internal Circulars, Office Orders, Notifications, etc.16. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute.17. To oversee data entry, etc. for recruitment of Faculty and Non Faculty, if required.18. Report to Registrar in all above matters.19. Any other duties assigned by the Institute authorities from time to time.20. Leave Reliever: To be the Leave Reliever for Mr. Paiabha T. Tariang in his absence due to leave or tour or otherwise, till he rejoins duty or as decided by AR(ES).
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Asst. Registrar (ES)

To,

Mr. Paiabha T. Tariang, Jr. Assistant (ES) and Mr. Manfred E. Kurbah, Jr. Assistant (ES) for information and necessary action.

Copy to:-

1. AR(FA)/ AR(IA)/ AR(AA) for information.
2. All Superintendents and PA(DR) for information and needful.
3. Concerned Personal Files for record.

बिज़नी काम्प्लेक्स, लैतुमखराह, शिलांग- 793003, मेघालय, भारत
Bijni Complex, Laitumkhrah, Shillong – 793003, Meghalaya, India
दूरभाष/फ: +91 0364 2501294, फ़ैक्स/Fax:- +91 0364 2501113

वेबसाइट/Website: www.nitm.ac.in



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

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No. NITMGH/ES/NOT/ Vol.VIII/2022-23/2738

Date: 17.02.2023

REVISED OFFICE ORDER

In partial modification of Office Order/(s) No. NITMGH/ES/NOT/Vol.VIII/2022-23/2663 dated 09.02.2023.etc., this is to notify that the Section and incumbent wise allocation of duties in respect of Director's Office, Registrar's Office, Establishment and General Administration, Finance & Accounts, Internal Audit, Academics and Purchase Sections are as given in Annexure-A appended with this Order. The modified allocation order shall come into force immediately and until further orders.

This issues with approval of the Competent Authority.

P. Meshapahi
Registrar 17/02/23

Encl.: - Annexure-A

Copy to: -

1. PA to the Director, NIT Meghalaya for kind information of the Director.
2. All Deans for kind information.
3. Chief Vigilance Officer for kind information.
4. Chief Warden for kind information.
5. All HODs/ PICs/ Wardens/ Section Heads for kind information.
6. Concerned employees for information and necessary action.
7. E-notice to all employees & Trainee Teachers.
8. Concerned Personal Files for record.

Annexure – A

**POSTING AND INDICATIVE RESPONSIBILITIES AND DUTIES OF RECENTLY
RESHUFFLED AND EXISTING STAFF**

The Section and incumbent wise allocation of duties in respect of Director's Office, Establishment and General Administration, Finance & Accounts, Internal Audit, Academics and Purchase Sections are as under:-

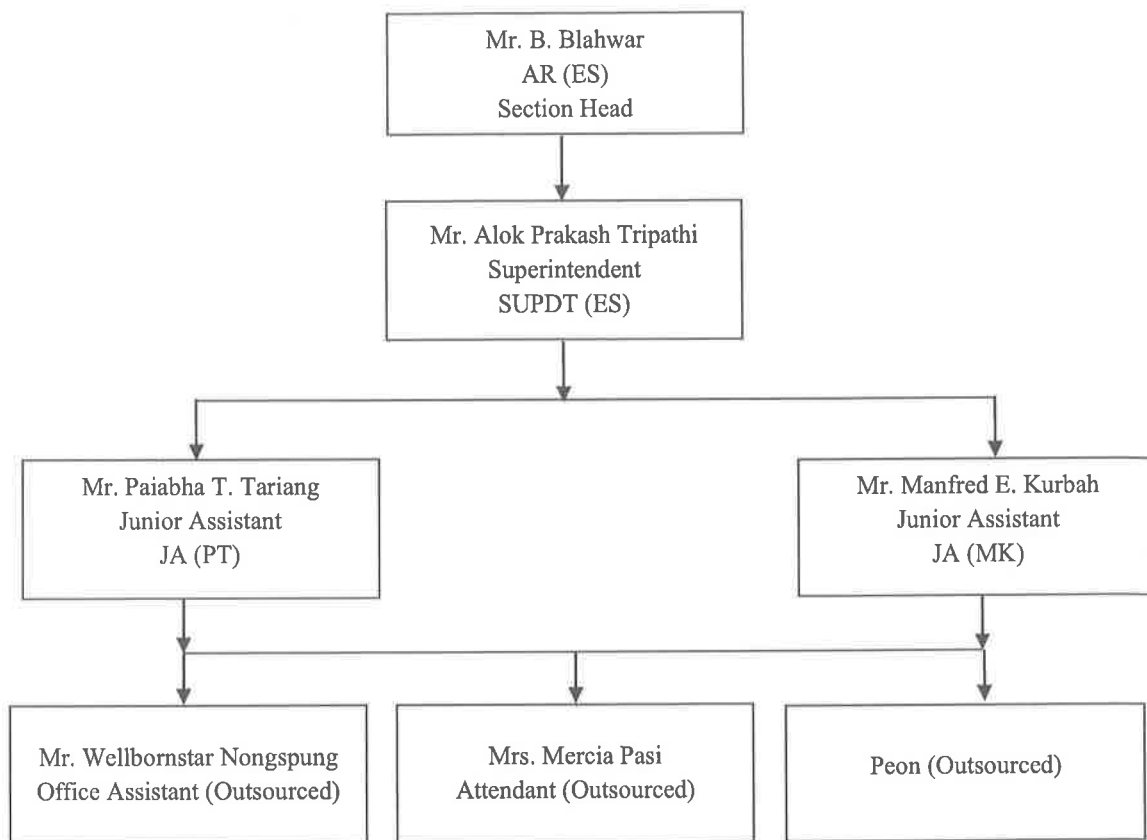
1. Director's Office

Name	Indicative Responsibilities	Report to
<p align="center">Ms. Shampa Purkayastha Personal Assistant</p>	<ol style="list-style-type: none"> 1. Overall in charge of Director's Office/ Secretariat. 2. Arrangement of air tickets, hotel bookings and local transport for official tours of BoG/ FC/ Selection Committee Members and for those employees on an official tour approved by the Director. 3. Report to Director in all matters. 4. Any other duties assigned by the Institute authorities from time to time. 5. For APAR - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director 	<p align="center">Director</p>

2. Registrar's Office

Name	Indicative Responsibilities	Report to
<p align="center">Mr. Redsing Khasain Shabong, Junior Assistant</p>	<ol style="list-style-type: none"> 1. Overall in charge of Registrar's Office 2. To assist the Registrar in managing his office including preparation of all kinds of Agendas, Minutes, Reports, etc. 3. Prepare replies to queries from MoE, Parliament questions, general correspondence, etc. in respect of the Registrar's Office. 4. Report to the Registrar in all of the above matters. 5. Any other duties assigned by the Institute authorities from time to time. 6. For APAR - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director 	<p align="center">Registrar</p>

3. Establishment and General Administration Section

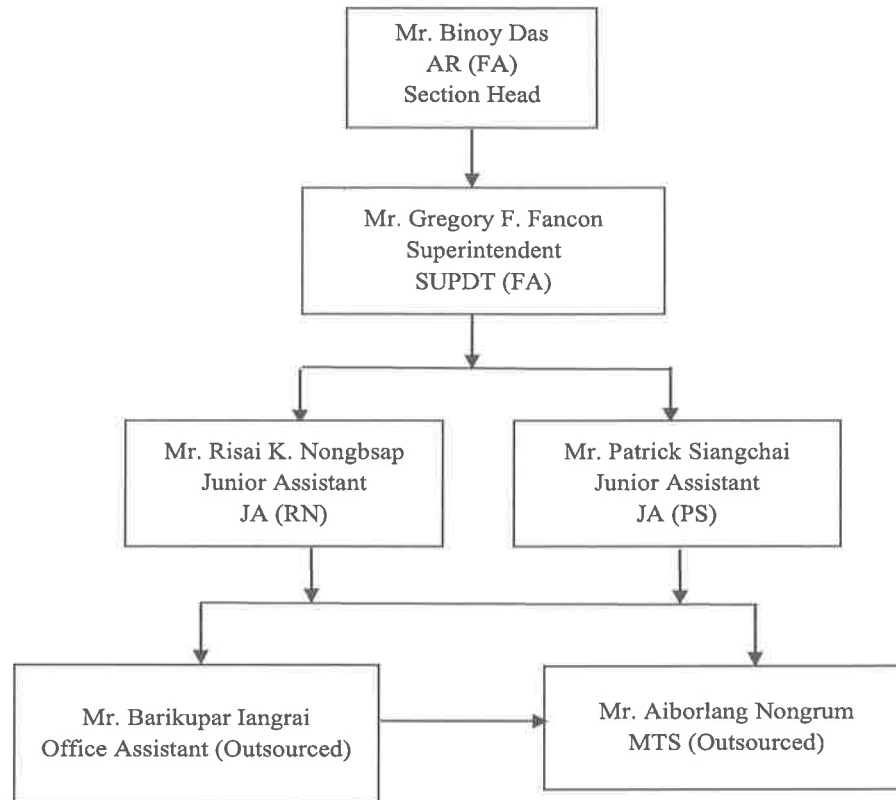


Indicative Responsibilities of the Section:

1. Scrutinizing and processing applications from faculty members, Trainee Teachers, Project Staff and non-teaching employees for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, etc.
2. Scrutinizing and processing applications for medical advance, for forwarding through proper channel, NOCs for interviews, bona fide certificates, address proof, loan applications, passport application or its renewal, etc. of regular employees of the Institute.
3. Scrutinizing and processing application for bona fide certificates and NOCs for interviews of Trainee Teachers.
4. Scrutinizing and processing application for bona fide certificates and address proof of Project Staff.
5. Scrutinizing and processing all matters related with attestation and police verification (Form-ES6) of regular employees of the Institute.
6. Scrutinizing and processing LTC applications of regular employees of the Institute.
7. Scrutinizing and processing all matters related with declaration of dependents, hometown, etc. (Form-ES4) of regular employees of the Institute.
8. Scrutinizing and processing terminal benefits, like leave encashment, gratuity, etc. of resigned / superannuated employees of the Institute.
9. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of employees on deputation/ lien from other organizations/ Institutes.
10. Scrutinizing and processing of Children Education Allowance.
11. Scrutinizing and processing matters related with New Pension System.

12. Maintenance of service records, leave accounts, updating of personal files and Service Books of regular employees of the Institute.
13. Maintenance of leave accounts and updating of personal files of Trainee Teachers.
14. Maintenance of front office activities like receipt and dispatch of letters and parcels, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost.
15. Scrutinizing, processing and correspondence with NEHU and building owners for matters related with Leased Accommodation taken by the Institute at Bijni Complex (for the temporary campus) and for hostels and Director's residence respectively.
16. Scrutinizing and processing all matters related with recruitment and appointment of regular employees and engagement of consultants and contractual staffs.
17. Scrutinizing and maintenance of leave and monitoring the performance of consultants, contractual and outsourced staff and security personnel.
18. Cross checking of attendance sheets of all outsourced manpower and contractual employees and forward to the F&A Section for further action.
19. Cross checking the EPF and ESIC contributions uploaded by the outsourced manpower providing agency.
20. Scrutinizing and processing replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.
21. Scrutinizing and processing of Internal Circulars, Office Orders, Notifications, etc.
22. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute.
23. To oversee data entry, etc. for recruitment of Faculty and Non Faculty, if required.
24. Report to Registrar in all above matters.
25. Any other duties assigned by the Institute authorities from time to time.
26. **Leave Reliever:** In the absence of AR (ES) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (ES) rejoins duty.
27. **Leave Reliever:** There is no leave reliever for the Supdt (ES) and files shall be put up from Jr. Assistants directly to the AR(ES).
28. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty or as decided by AR(ES).
29. **For APAR of Mr. B. Blahwar, AR(ES)** - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director
30. **For APAR of Superintendent (ES) and Junior Assistants (ES)** - Reporting Officer: AR (ES), Reviewing Officer: Registrar, Accepting Officer: Director.
31. The Section i/c, i.e. AR(ES) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

4. Finance & Accounts Section

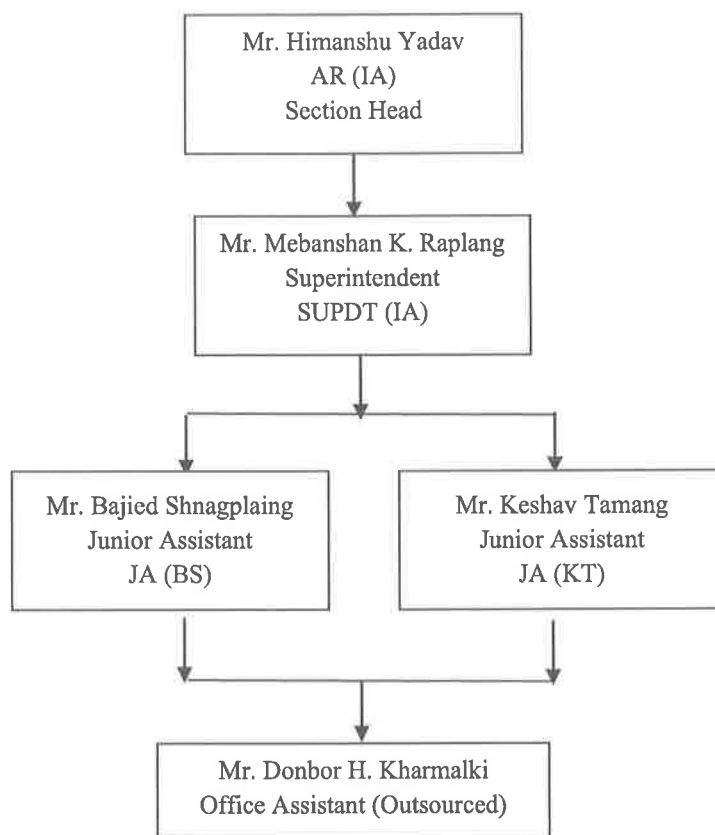


Indicative Responsibilities of the Section:

1. Passing of bills (through files).
2. Verification and release of payment.
3. Collection of Cheques/ refunds to Institute through Money Receipt book.
4. Working and furnishing information asked by MoE from time to time related to Budget (RE/ BE), Expenditure, UC, etc.
5. Preparation of Monthly Salary of regular and contractual employees, Trainee Teachers, Project Staffs, Outsourced personnel, Guest/ Adhoc/ Adjunct faculty, etc. and sending it to the Bank regularly and timely.
6. Preparation of allied payments/ receipts/ returns including Income Tax, Professional Tax and other deductions.
7. Preparation for GST Filing and Bank Reconciliation.
8. Preparation Bank Reconciliation Statement each month.
9. Monitoring of CPDA of all Faculties and maintaining CPDA Register/ Accounts of each Faculty.
10. To operate Tally & Public Financial Management System (PFMS).
11. Providing all kind of Accounts related data/information to MoE and other Statutory Organizations.
12. Preparation of Balance Sheet and Income and Expenditure Statement and Audited Statement in time.
13. Release of advances// imprest and their timely settlement.
14. Checking of UCs/ Expenditure for the Sponsored Projects.
15. Preparation of Annual Accounts.

16. Conducting the Audit of Accounts and preparation of Audit Replies to the CAG Audit observations, CA observations, Internal Audit observation, etc.
17. To send salary slips to the Faculty and staffs.
18. To inform all the employees about any credit/debit that has taken place in their account.
19. Stipend of P.G. students, JRFs, Project staff, etc.
20. Payments for Hostel maintenance fees, water supply, Telephone, Transport, Security, Housekeeping, etc.
21. D.A. and increment arrears payment.
22. Processing and release of Payments against bills/receipts/Purchase order Supply of all Depts./Sections.
23. TA bills/ reimbursement claims of faculty, Trainee Teachers, Project Staffs, P.G. Students and non-teaching employees who attended Conferences, Workshops, Meetings, Trainings, etc.
24. TA bills and honorarium of BOG, FC, Senate, B&WC, Selection Committee members and all guests and invitees of the Institute.
25. Payment of Medical reimbursement bills of faculty, staff and students
26. Reimbursement from CPDA of faculty members for Membership fees, approved purchases, etc. as per prevailing rules.
27. Payment of LTC advance and the final settlement claims.
28. All the activities related to Income Tax including deduction, deposit, filing returns, issue of Form 16, etc.in time.
29. Report to Registrar in all above matters.
30. Any other duties assigned by the Institute authorities from time to time.
31. **Leave Reliever:** In the absence of AR (F&A) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (F&A) rejoins duty.
32. **Leave Reliever:** In the absence of Superintendent (F&A) due to leave or tour or otherwise, Superintendent (IA) shall be the leave reliever till Superintendent (F&A) rejoins duty or as decided by AR(F&A).
33. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty or as decided by AR(F&A).
34. **For APAR of Mr. Binoy Das, AR(F&A)** - Reporting Officer: Registrar, Reviewing Officer and Accepting Officer: Director
35. **For APAR of Superintendent (F&A) and Junior Assistants (F&A)** - Reporting Officer: AR (F&A), Reviewing Officer: Registrar, Accepting Officer: Director
36. The Section i/c, i.e. AR(F&A) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

5. Internal Audit Section

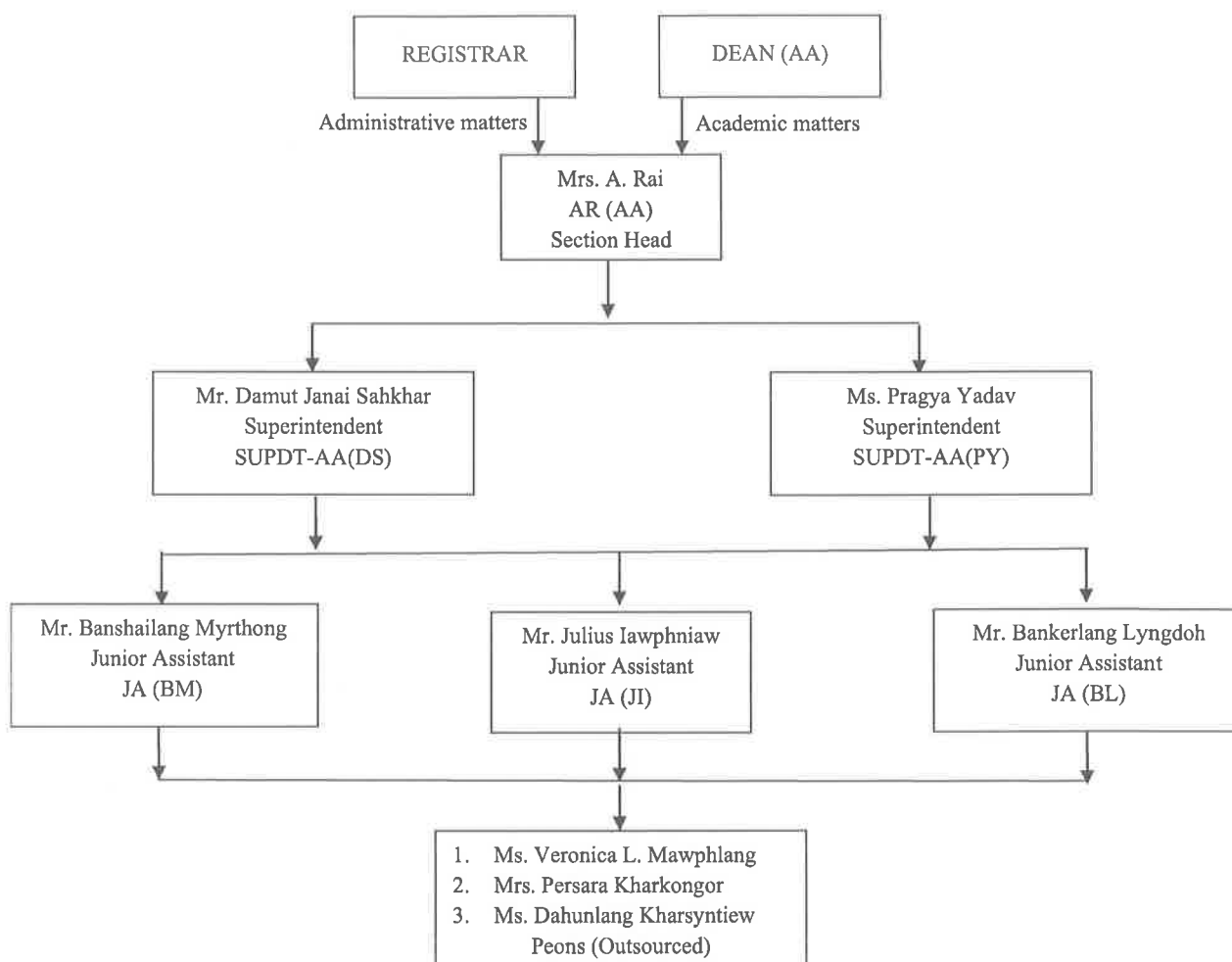


Indicative Responsibilities of the Section:

1. Auditing of Re-imbursements Bills, Advance Adjustment Bills, TA Bills, LTC Bills, etc.
2. Vetting of Purchase proposals and procedures, orders of the Institute.
3. Auditing of Purchase, Work Bills, Single Tender Enquiry (STE) etc. of the Institute.
4. Auditing of Miscellaneous bills, etc of the Institute and Quarterly/Half yearly audit of the payments/expenditures/purchase.
5. Auditing Reimbursement from CPDA of faculty members for Membership fees, approved advances for attending seminars, conference, workshop, meeting in India and aboard & their timely settlement.
6. Auditing of Payments for Hostel Maintenance Fees, Water Supply, Telephone, Transport, Security, Housekeeping, etc.
7. Auditing of D.A. and increment arrears payment and all other arrear payments.
8. Auditing and Processing for Payment of Purchase Orders, Supply of bills, Engineering Section bills and all other bills/receipts of the Depts/Section.
9. Auditing of Medical reimbursement bills of faculty, staff and students.
10. Auditing of bills relating to Children Education Allowance.
11. Carry out half yearly audit of the payment Vouchers/bill payments.
12. Liaise with Accounts Section during CA audit, CAG audit etc.
13. Verify all the bills/receipts payment Vouchers (Bank Payment/Bank Receipt) before they are passed for release and payment.
14. Carry out annual physical stock verification of equipment, furniture, fixtures, consumables, etc as per GFR norms.

15. Any other duties assigned by the Institute authorities from time to time.
16. Report to Registrar in all above matters.
17. **Leave Reliever:** In the absence of AR (IA) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (IA) rejoins duty.
18. **Leave Reliever:** In the absence of Superintendent (IA) due to leave or tour or otherwise, Superintendent (F&A) shall be the leave reliever till Superintendent (IA) rejoins duty or as decided by AR(IA).
19. **For APAR of Mr. Himanshu Yadav, AR(IA)** - Reporting Officer: Registrar, Reviewing Officer and Accepting Officer: Director
20. **For APAR of Superintendent (IA) and Junior Assistants (IA)** - Reporting Officer: AR (IA), Reviewing Officer: Registrar, Accepting Officer: Director
21. The Section i/c, i.e. AR(IA) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

6. Academics Section



Indicative Responsibilities of the Section:

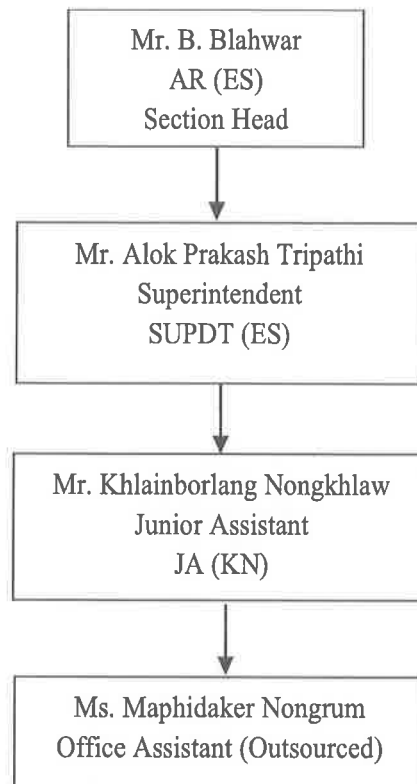
1. Report to Dean (AA) in all Academic matters /activities and Registrar in all matters related to Administration.
2. To assist or prepare, process, scrutinize and supervise all matters related to the following across all the Programmes:-
 - a) Admissions
 - b) Semester Course Registration
 - c) Summer Term Courses
 - d) Support Examination Cell
 - e) Result Maintenance
 - f) Scholarships (Ph.D & M.Tech)
 - g) APC & Senate Meetings
 - h) Academic related support during Convocation
3. Scrutinizing and processing applications from students and scholars for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, Long Term Internships, etc.
4. Scrutinizing and processing applications for bonafide certificates, NoCs, various academic certificates like transcripts, migration, character, no dues, etc, across all the Programmes.

5. Scrutinizing and processing all matters related with verification of students (present and Ex-students) for higher education in foreign universities, jobs, education loan and various other schemes.
6. Scrutinizing and processing the leave application of students/scholars including personal, academic, medical, maternity and paternity leaves.
7. Scrutinizing and processing the application of students/scholars for course discontinuation, course re-continuation, branch change, grade change, enhancement of scholarships, change of category etc.
8. Opening and maintaining the personal files and database of all the students, scholars, research associates and Post Doctorate fellows.
9. Maintenance of leave accounts including Personal, Medical and Academic Leaves for M.Tech & Ph.D Scholars.
10. Maintenance of office activities like receipt and dispatch of letters, academic certificates, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost from Academic Section.
11. Providing Academic related replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.
12. Scrutinizing and processing of Internal Circulars, Office Orders, and Notifications, associated with Academic matters.
13. Making arrangements and preparations for various Academic Meetings and Functions, Annual Research Conclaves, Curriculum Development Workshops, NBA Accreditation Matters, examination and interviews for selection to Ph.D Programmes, Post Doctorate and Research Associates, etc.
14. Assist in collecting and compiling feedback from the students before the midterm and the end term examinations.
15. Scrutinizing and processing semester wise applications of students for fee remittance as per the MoE norms.
16. Scrutinizing and processing applications from students for refund of excess fees paid, caution deposit refund, reimbursement of bills submitted after attending conference, workshops, etc.
17. Prepare Academic Calendars for the Academic Year for approval of the Senate.
18. Maintaining and updating the Academic Ordinances after amendments as per approval of the Senate and/or BoG.
19. Collecting, making, printing and issuing results after every end term examination.
20. Collecting workload distribution of the faculties across all the Programmes before the beginning of the semester and notifying the courses to be offered to the all concerned.
21. Arrangement of Air tickets for official tours related to Academic Activities of the Institute, Senate Members and Convocation invitees.
22. Arrangement of accommodation and local transport of all Senate members, invited experts related to department/ center, Convocation invitees etc
23. All works related with preparation of identity cards of students/scholars/research associates and Post Doc.
24. Assisting the HODs and other faculty members with office work, filing, correspondence receipt and issue.
25. Maintaining attendance records and leaves of M.Tech students, Ph.D. Scholars and Project Staff and submission of the same to F&A Section for approval and disbursal of stipend.
26. Conducting Class Room Inspection before the beginning of the Semester and reporting repair/purchase activities to the concerned sections.
27. Maintaining records of issue of projectors and projector remote controls.

28. Works related with Examination Cell as assigned from time to time.
29. Preparation, distribution & circulation of Senate Agenda, Minutes and all other meetings of Academic Work. Arrangements of Tea/snacks etc. for the meetings.
30. Assisting the CVO with his activities from time to time.
31. Assisting the PiCs (AA) with academic activities.
32. Report to either Registrar or Dean (AA), as the case may be, in all above matters.
33. **Leave Reliever:** In the absence of AR (AA) due to leave or tour or otherwise, one of the Superintendent (AA) shall be assigned as the leave reliever till AR (AA) rejoins duty.
34. **Leave Reliever:** In the absence of any of the Superintendents (AA) due to leave or tour or otherwise, another Superintendent (AA) present on the day shall take over the work of the absent Superintendent till he/she rejoins duty or as decided by AR(AA).
35. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty.
36. Report to either Registrar or Dean (AA), as the case may be, in all above matters.
37. Any other duties assigned by the Institute authorities from time to time.
38. **For APAR of Mrs. A. Rai, AR(AA)** - Reporting Officer: Dean (AA), Reviewing Officer and Accepting Officer: Director
39. **For APAR of Superintendents (AA) and Junior Assistants (AA)** - Reporting Officer: AR (AA), Reviewing Officer: Dean (AA), Accepting Officer: Director
40. The Section i/c, i.e. AR(AA) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

* Arrangements for air tickets, accommodation, local transport of all senate members, invited experts related to department/ centre etc.

7. Purchase Section



Indicative Responsibilities of the Section:

1. Processing and put up all matters related with Purchase, AMC, Annual Maintenance of stock records and numbering of furniture, fixtures, etc. strictly as per the GFR 2017.
2. Maintain records and verify Institute equipment, consumables, Furniture & Fixtures, hostel furniture & fixtures, hostel gyms and sports equipment and consumables, etc along with Internal Audit Section.
3. Processing for release of advertisements and tenders through newspapers and website as per GFR.
4. In-charge of all works related with preparation of identity cards of regular employees, project staffs and Trainee Teachers. Printings, procurement of required items on cash purchase.
5. Assisting in tender opening, staff recruitment examinations, interviews, tender finalization and issuance of Purchase order including liaison with the parties if required. etc.
6. Report to AR(ES) in all above matters.
7. Any other duties assigned by the Institute authorities from time to time.
8. **For APAR of Junior Assistant (KN)** - Reporting Officer: AR-ES, Reviewing Officer: Registrar, Accepting Officer: Director
9. The Section i/c, i.e. AR(ES), may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

Additional responsibilities and duties assigned to Mr. Khlainborlang Nongkhlaw, Jr. Asst.

A. Works related with providing transportation facility:

1. Assist the Professor In-charge of official vehicles in all matters related with the Director's official vehicle, Ambulance and Institute's hired vehicles and buses including their award of Contract, Verification & finalization of monthly bills to the vendor.
2. Looking after bus arrangement, liaison and correspondence with transport service providing agency for bus requisitions and scheduling.
3. Arrangement and hiring of official vehicles for the Institute officials and invited guests, liaison and correspondence with transport service providing agency for the same.
4. Report to the Professor In-charge, Transportation in above matters.

B. Works related with Security Committee:

1. Assist in Security arrangement and all matters related to deployment and functioning of Security personnel (outsourced).
2. Report to the Professor In-charge, Security Committee in above matters.

P. Mahopah
Registrar (i/c) 17/02/23



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान

An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

No. NITMGH/ES/NOT/ Vol.VIII/2023-24/..289.....

Date: 10.05.2023

OFFICE ORDER

In partial modification of Office Order/(s) (1) No. NITMGH/ES/NOT/Vol.VIII/2022-23/2738 dated 17.02.2023 (2) No. NITMGH/ES/NOT/Vol.VIII/2023-24/193 dated 27.04.2023 this is to notify that the Section and incumbent wise allocation of duties in respect of Director's Office, Establishment and General Administration, and Academics Sections are as given in Annexure-A appended with this Order. The modified allocation order shall come into force w.e.f 08.05.2023 and until further orders.

This issues with approval of the Competent Authority.

P. Meikapali
Registrar

Encl:- Annexure-A

Copy to:-

1. Director's Office, NIT Meghalaya for kind information of the Director.
2. Concerned employees for information and necessary action.
3. E-notice to all Faculty, Staff, Trainee Teachers and Outsourced Staff.
4. Concerned Personal Files for record.



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

Ref. No.: NITMGH/ES/NOT/Vol.VIII/2023-24/1193

Date: 27.04.2023

OFFICE ORDER

In pursuance to this Institute's Letter issued vide Ref. No.: NITMGH/ES/NF-212/Supdt/Vol.III/2023-24/63 Dated 12.04.2023 in regards to the acceptance of Technical Resignation from the post of Superintendent in favour of Mr. Alok Prakash Tripathi, Superintendent, Director's Office (DR); this is to notify that with approval of the Competent Authority, the following employees are reshuffled as per the table shown below: -

Sl. No.	Name	Designation	Transferred from	Transferred to	Reporting Officer(s)	Reviewing Officer(s)
1.	Ms. Shampa Purkayastha	Personal Assistant	ES Section	AA Section	AR (AA)	Dean (AA)
2.	Mr. Damut Janai Sahkhar	Superintendent	AA Section	DR Office	Registrar	Director

The staff shall hand over and take over charge in the respective Sections with effect from 01.05.2023.

This issues with the approval of the Competent Authority.


(Dr. R. N. Mahapatra)
Registrar

To,
The concerned staff for kind information and needful please.

Copy Forwarded to: -

- 1) Director's Office, NIT Meghalaya for kind information of the Director.
- 2) Dean (AA) for kind information.
- 3) All AR's for information.
- 4) E-notice to all employees.
- 5) Concerned personal files for record.

Annexure – A

**POSTING AND INDICATIVE RESPONSIBILITIES AND DUTIES OF RECENTLY
RESHUFFLED AND EXISTING STAFF**

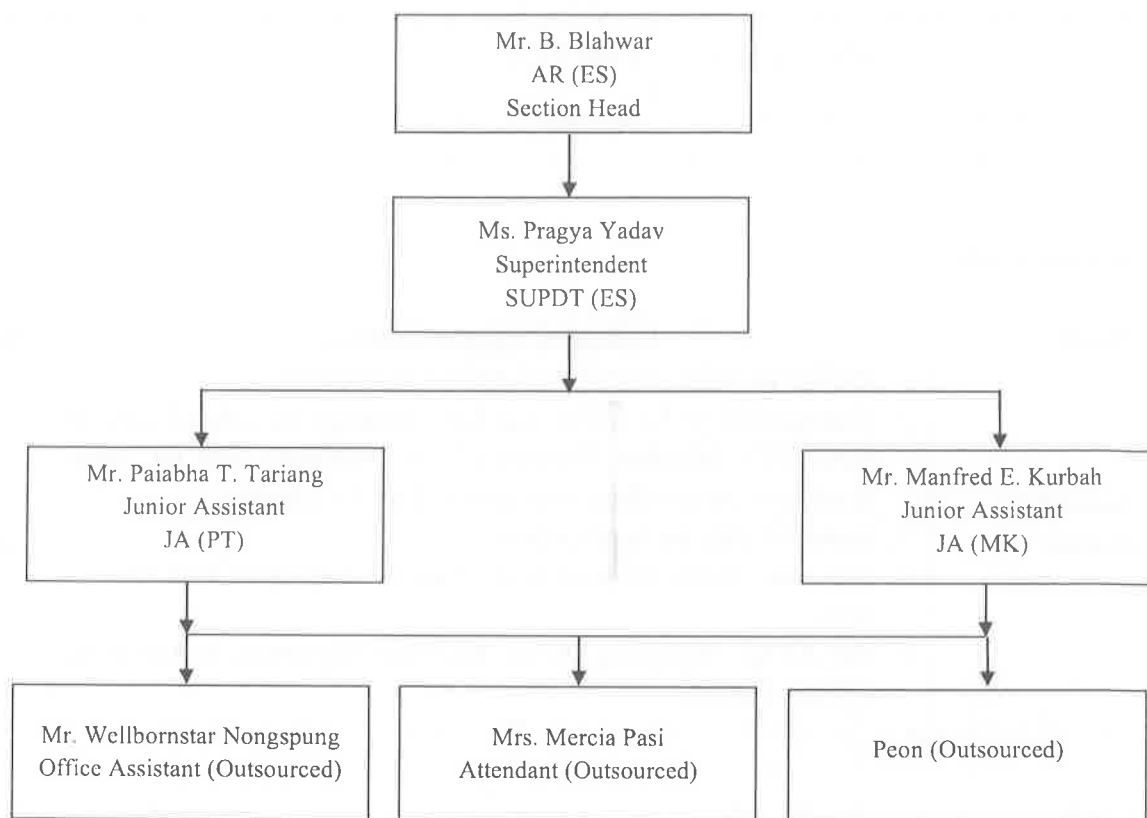
The Section and incumbent wise allocation of duties in respect of Director’s Office, Establishment and General Administration, and Academics Sections with effect from 08.05.2023 are as under:-

1. Director’s Office

Name	Indicative Responsibilities	Report to
Mr. Damut Janai Sahkhar, Superintendent	1. Overall in charge of Director’s Office/ Secretariat. 2. Arrangement of Air tickets and hotel bookings for official tours of BoG/ FC/ Selection Committee/ etc. Members and for those employees on an official tour approved by the Director. 3. Report to Director in all matters. 4. Any other duties assigned by the Institute authorities from time to time. 5. For APAR - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director	Director

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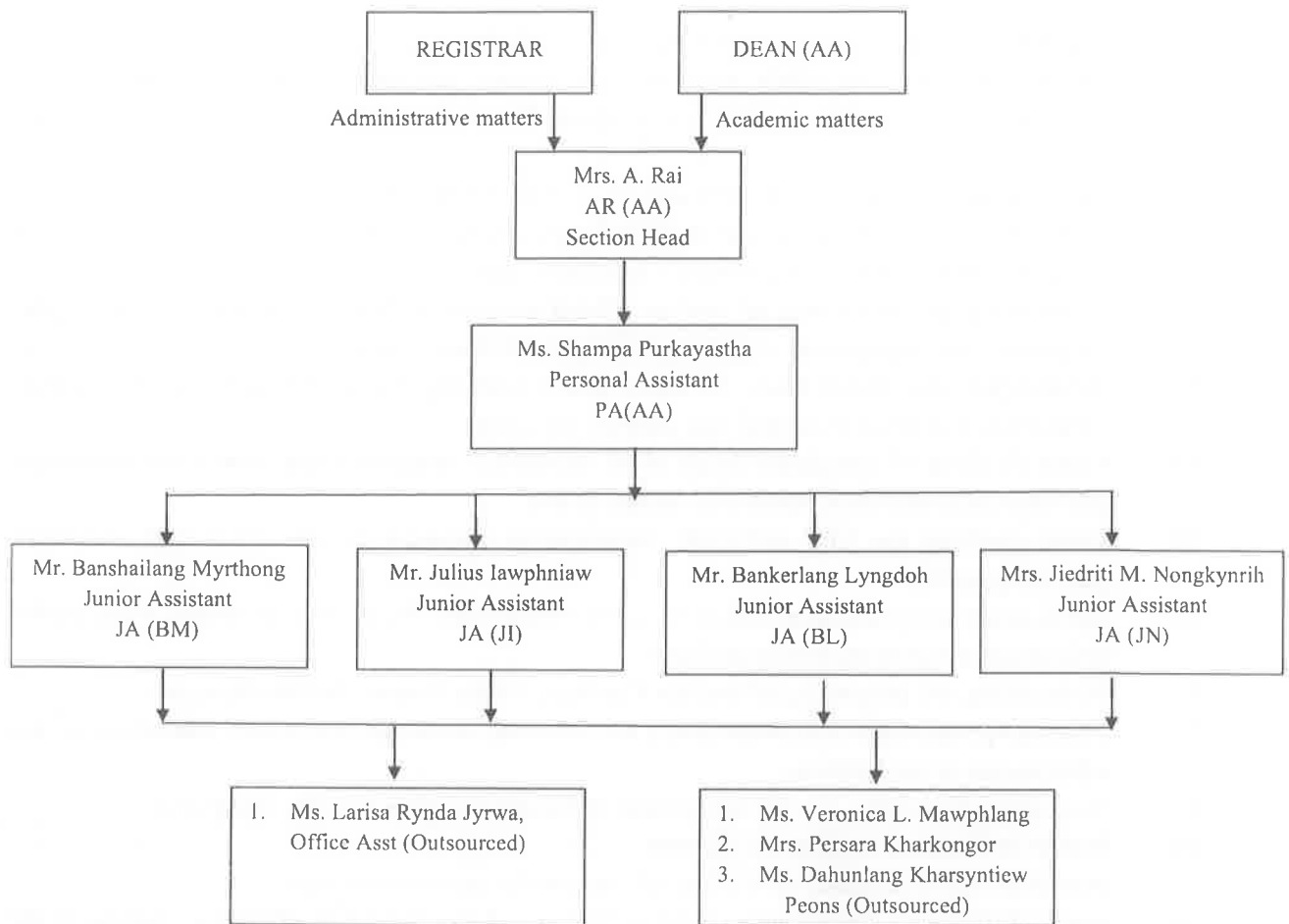
2. Establishment and General Administration Section



Indicative Responsibilities of the Section:

1. Scrutinizing and processing applications from faculty members, Trainee Teachers, Project Staff and non-teaching employees for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, etc.
2. Scrutinizing and processing applications for medical advance, for forwarding through proper channel, NOCs for interviews, bona fide certificates, address proof, loan applications, passport application or its renewal, etc. of regular employees of the Institute.
3. Scrutinizing and processing application for bona fide certificates and NOCs for interviews of Trainee Teachers.
4. Scrutinizing and processing application for bona fide certificates and address proof of Project Staff.
5. Scrutinizing and processing all matters related with attestation and police verification (Form-ES6) of regular employees of the Institute.
6. Scrutinizing and processing LTC applications of regular employees of the Institute.
7. Scrutinizing and processing all matters related with declaration of dependents, hometown, etc. (Form-ES4) of regular employees of the Institute.
8. Scrutinizing and processing terminal benefits, like leave encashment, gratuity, etc. of resigned / superannuated employees of the Institute.
9. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of employees on deputation/ lien from other organizations/ Institutes.
10. Scrutinizing and processing of Children Education Allowance.
11. Scrutinizing and processing matters related with New Pension System.

3. Academics Section



Indicative Responsibilities of the Section:

1. Report to Dean (AA) in all Academic matters /activities and Registrar in all matters related to Administration.
2. To assist or prepare, process, scrutinize and supervise all matters related to the following across all the Programmes:-
 - a) Admissions
 - b) Semester Course Registration
 - c) Summer Term Courses
 - d) Support Examination Cell
 - e) Result Maintenance
 - f) Scholarships (Ph.D & M.Tech)
 - g) APC & Senate Meetings
 - h) Academic related support during Convocation
3. Scrutinizing and processing applications from students and scholars for permission and financial assistance for attending Conferences, Workshops, Meetings, Trainings, Long Term Internships, etc.
4. Scrutinizing and processing applications for bonafide certificates, NoCs, various academic certificates like transcripts, migration, character, no dues, etc, across all the Programmes.

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12. Maintenance of service records, leave accounts, updating of personal files and Service Books of regular employees of the Institute.
13. Maintenance of leave accounts and updating of personal files of Trainee Teachers.
14. Maintenance of front office activities like receipt and dispatch of letters and parcels, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost.
15. Scrutinizing, processing and correspondence with NEHU and building owners for matters related with Leased Accommodation taken by the Institute at Bijni Complex (for the temporary campus) and for hostels and Director's residence respectively.
16. Scrutinizing and processing all matters related with recruitment and appointment of regular employees and engagement of consultants and contractual staffs.
17. Scrutinizing and maintenance of leave and monitoring the performance of consultants, contractual and outsourced staff and security personnel.
18. Cross checking of attendance sheets of all outsourced manpower and contractual employees and forward to the F&A Section for further action.
19. Cross checking the EPF and ESIC contributions uploaded by the outsourced manpower providing agency.
20. Scrutinizing and processing replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.
21. Scrutinizing and processing of Internal Circulars, Office Orders, Notifications, etc.
22. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute.
23. To oversee data entry, etc. for recruitment of Faculty and Non Faculty, if required.
24. Report to Registrar in all above matters.
25. Any other duties assigned by the Institute authorities from time to time.
26. **Leave Reliever:** In the absence of AR (ES) due to leave or tour or otherwise, anyone of the other Assistant Registrars shall be the leave reliever till AR (ES) rejoins duty.
27. **Leave Reliever:** There is no leave reliever for the Supdt (ES) and files shall be put up from Jr. Assistants directly to the AR(ES).
28. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty or as decided by AR(ES).
29. **For APAR of Mr. B. Blahwar, AR(ES)** - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director
30. **For APAR of Superintendent (ES) and Junior Assistants (ES)** - Reporting Officer: AR (ES), Reviewing Officer: Registrar, Accepting Officer: Director.
31. The Section i/c, i.e. AR(ES) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.

5. Scrutinizing and processing all matters related with verification of students (present and Ex-students) for higher education in foreign universities, jobs, education loan and various other schemes.
6. Scrutinizing and processing the leave application of students/scholars including personal, academic, medical, maternity and paternity leaves.
7. Scrutinizing and processing the application of students/scholars for course discontinuation, course re-continuation, branch change, grade change, enhancement of scholarships, change of category etc.
8. Opening and maintaining the personal files and database of all the students, scholars, research associates and Post Doctorate fellows.
9. Maintenance of leave accounts including Personal, Medical and Academic Leaves for M.Tech & Ph.D Scholars.
10. Maintenance of office activities like receipt and dispatch of letters, academic certificates, maintenance of File Index and File Movement Registers etc. including all works connected with Speedpost from Academic Section.
11. Providing Academic related replies to queries from MoE, Parliament questions, RTIs, public grievances and general correspondence.
12. Scrutinizing and processing of Internal Circulars, Office Orders, and Notifications, associated with Academic matters.
13. Making arrangements and preparations for various Academic Meetings and Functions, Annual Research Conclaves, Curriculum Development Workshops, NBA Accreditation Matters, examination and interviews for selection to Ph.D Programmes, Post Doctorate and Research Associates, etc.
14. Assist in collecting and compiling feedback from the students before the midterm and the end term examinations.
15. Scrutinizing and processing semester wise applications of students for fee remittance as per the MoE norms.
16. Scrutinizing and processing applications from students for refund of excess fees paid, caution deposit refund, reimbursement of bills submitted after attending conference, workshops, etc.
17. Prepare Academic Calendars for the Academic Year for approval of the Senate.
18. Maintaining and updating the Academic Ordinances after amendments as per approval of the Senate and/or BoG.
19. Collecting, making, printing and issuing results after every end term examination.
20. Collecting workload distribution of the faculties across all the Programmes before the beginning of the semester and notifying the courses to be offered to the all concerned.
21. Arrangement of Air tickets for official tours related to Academic Activities of the Institute, Senate Members and Convocation invitees.
22. All works related with preparation of identity cards of students/scholars/research associates and Post Doc.
23. Assisting the HODs and other faculty members with office work, filing, correspondence receipt and issue.
24. Maintaining attendance records and leaves of M.Tech students, Ph.D. Scholars and Project Staff and submission of the same to F&A Section for approval and disbursal of stipend.
25. Conducting Class Room Inspection before the beginning of the Semester and reporting repair/purchase activities to the concerned sections.
26. Maintaining records of issue of projectors and projector remote controls.
27. Works related with Examination Cell as assigned from time to time.

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28. Preparation, distribution & circulation of Senate Agenda, Minutes and all other meetings of Academic Work. Arrangements of Tea/snacks etc. for the meetings.
 29. Assisting the CVO with his activities from time to time.
 30. Assisting the PiCs (AA) with academic activities.
 31. Report to either Registrar or Dean (AA), as the case may be, in all above matters.
 32. **Leave Reliever:** In the absence of AR (AA) due to leave or tour or otherwise, PA (AA) may be assigned as the leave reliever till AR (AA) rejoins duty.
 33. **Leave Reliever:** There is no leave reliever for the PA(AA) and files shall be put up from Jr. Assistants directly to the AR(AA).
 34. **Leave Reliever:** In the absence of any of the Junior Assistants due to leave or tour or otherwise, another Junior Assistant present on the day shall take over the work of the absent Junior Assistant till he/she rejoins duty.
 35. Report to either Registrar or Dean (AA), as the case may be, in all above matters.
 36. Any other duties assigned by the Institute authorities from time to time.
 37. **For APAR of Mrs. A. Rai, AR(AA)** - Reporting Officer: Dean (AA), Reviewing Officer and Accepting Officer: Director
 38. **For APAR of PA (AA) and Junior Assistants (AA)** - Reporting Officer: AR (AA), Reviewing Officer: Dean (AA), Accepting Officer: Director
 39. The Section i/c, i.e. AR(AA) may allocate/distribute the duties between the officials for easy, smooth and convenience of work as per the requirement and suitability and decide the leave relievers.


Registrar