



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(An Institute of National Importance under MHRD)

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Bijni Complex, Laitumkrah, Shillong – 793003 (India)
Ph: +91-364-2501294 Fax: +91-364-2501113
Website: www.nitm.ac.in


No. NITMGH/ES/NOT/Vol.VII/2022-23/ 1042

Date: 5.09.2022.

OFFICE ORDER

This is to notify that the allocation of duties in respect of the Superintendent (IA), Superintendents (AA) and Superintendent (ES) are as given in Annexure-A appended with this Order. The allocation order shall come into force with effect from the date they assumed duty in the respective Sections and until further orders.

This issues with the approval of the Competent Authority.


Registrar
(B. N. Choudhury)

Enclosed: As stated.

To,

1. AR(DR) NIT Meghalaya, for information of the Director.
2. Assistant Registrar (ES) / Assistant Registrar (AA)/ Assistant Registrar (FA) for information.
3. Mr. Mebanshan K. Raplang, Superintendent (IA) for information.
4. Ms. Shampa Purkayastha, Personal Assistant (ES) for information.
5. Mr. Damut Janai Sahkhar, Superintendent (AA) for information.
6. Mr. Gregory F. Fancon, Superintendent (FA) for information.
7. Mr. Alok Prakash Tripathi, Superintendent (ES) for information.
8. Concerned Personal File for record.

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ANNEXURE – A

Job responsibilities of Superintendent-IA, Superintendent-AA and Superintendent-ES with effect from the date they assumed duty in the respective Sections are as follows:-

Name	Indicative Responsibilities
Mr. Mebanshan K. Raplang, Superintendent (IA)	<ol style="list-style-type: none"> 1. Auditing of Re-imburements Bills, Advance Adjustment Bills, TA Bills, LTC Bills, etc. 2. Vetting of Purchase/Works proposal 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 purchases, etc. 6. Auditing of salary of regular and contractual employees, Trainee Teachers, outsourced personnel. 7. Auditing of Stipend of P.G. students, JRFs, Project staff, etc. 8. Auditing of Payments for Hostel Maintenance Fees, Water Supply, Telephone, Transport, Security, Housekeeping, etc. 9. Auditing of D.A. increment arrears payment. 10. Auditing of Processing and Payment of Purchase order Supply bills, Engineering Section bills, etc. 11. Auditing of Medical reimbursement bills of faculty, staff and students. 12. Auditing of bills relating to Children Education Allowance 13. Carry out annual physical stock verification of equipment, furniture, fixtures, consumables, etc as per GFR norms. 14. Report to Registrar in all above matters. 15. Any other duties assigned by the Institute authorities from time to time. 16. Leave Reliever: In the absence of Supdt. (IA) due to leave or otherwise, Supdt. (FA) shall be the leave reliever till Supdt. (IA) rejoins duty. 17. Leave Reliever: In the absence of Supdt. (FA) due to leave or otherwise, Supdt. (IA) shall be the leave reliever till Supdt. (FA) rejoins duty. 18. For APAR of Mr. Mebanshan K. Raplang, Supdt. (IA) - Reporting Officer: Assistant Registrar (FA), Reviewing Officer: Registrar, Accepting Officer: Director.



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Mr. Damut Janai
Sahkhar
Superintendent
(AA)

1. Report to Dean (AA) in all Academic matters /activities and Registrar in all matters related to Administration.
2. To prepare, process, scrutinize and supervise all matters related to the following:-
 - a. Admissions
 - b. Semester Course Registration
 - c. Examinations
 - d. Results
 - e. Scholarships
 - f. Senate Meetings
 - g. Convocation
3. Arrangement of Air tickets for official tours related to Academic Activities of the Institute, Senate Members and Convocation invitees.
4. All works related with preparation of identity cards of students and research scholars.
5. Assisting the HODs and other faculty members with office work, filing, correspondence receipt and issue.
6. Maintaining attendance records of M.Tech students, Ph.D. Scholars and Project Staff and submission of the same to Asst. Registrar (AA) or Establishment Section, as the case may be, every month after obtaining approval from the concern HOD's / Supervisors/ Project Investigators for disbursal of stipend.
7. Maintaining records of issue of projectors and projector remote controls.
8. Works related with Academics Section and Examination Committee as assigned from time to time.
9. Assisting the CVO with his activities from time to time.
10. Any other duties assigned by the Institute authorities from time to time.
11. **Leave Reliever:** In the absence of any of the Superintendent due to leave or otherwise, another Superintendent present on the day shall take over the work of the absent Superintendent till he/she rejoins duty.
12. **For APAR of Superintendent** - Reporting Officer: Assistant Registrar (AA), Reviewing Officer: Dean (AA), Accepting Officer: Director



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Mr. Alok Prakash
Tripathi
Superintendent (ES)

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, loan applications, passport application, etc. of regular employees of the Institute.
3. Scrutinizing and processing application for bona fide certificates, loan applications, passport application, etc. of Trainee Teachers.
4. Scrutinizing and processing application for bona fide certificates and passport application 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, etc. of resigned faculty members and non-teaching employees of the Institute.
9. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of faculty members and non-teaching 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 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 maintenance of leave and monitoring the performance of consultants, contractual and outsourced staff and security personnel.
16. Cross checking of attendance sheets of all outsourced manpower and security and contractual employees and forward to the Accounts Section for further action.
17. Cross checking the EPF and ESIC contributions uploaded by the outsourced manpower and security providing agency (ies).
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. Any other duties assigned by the Institute authorities from time to time.
22. **Leave Reliever:** In the absence of Superintendent (ES) due to leave or otherwise, Personal Assistant (ES) shall be the leave reliever till Superintendent (ES) rejoins duty.




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	<p>23. Leave Reliever: In the absence of Personal Assistant (ES) due to leave or otherwise, Superintendent (ES) shall be the leave reliever till Personal Assistant (ES) rejoins duty.</p> <p>24. For APAR of Superintendent - Reporting Officer: Assistant Registrar(ES), Reviewing Officer: Registrar, Accepting Officer: Director</p>
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Registrar
(B. N. Choudhury)



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No. NITMGH/ES/NOT/Vol.IV/2019-20/1411

Date: 17.10.2019

OFFICE ORDER

This is to notify that the Section and incumbent wise allocation of duties in respect of Director's Office, Establishment and General Administration, Academics, Finance & Accounts, Internal Audit, Purchase Sections and Student Activity Centre are as given in Annexure-A appended with this Order. The allocation order shall come into force with immediate effect and until further orders.

This issues with the approval of the Director.


Registrar

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 for kind information.
6. President SAC for information.
7. Concerned employees for information and necessary action.
8. All Faculty & Staff by email for information.
9. Concerned Personal Files for record.

Annexure – A

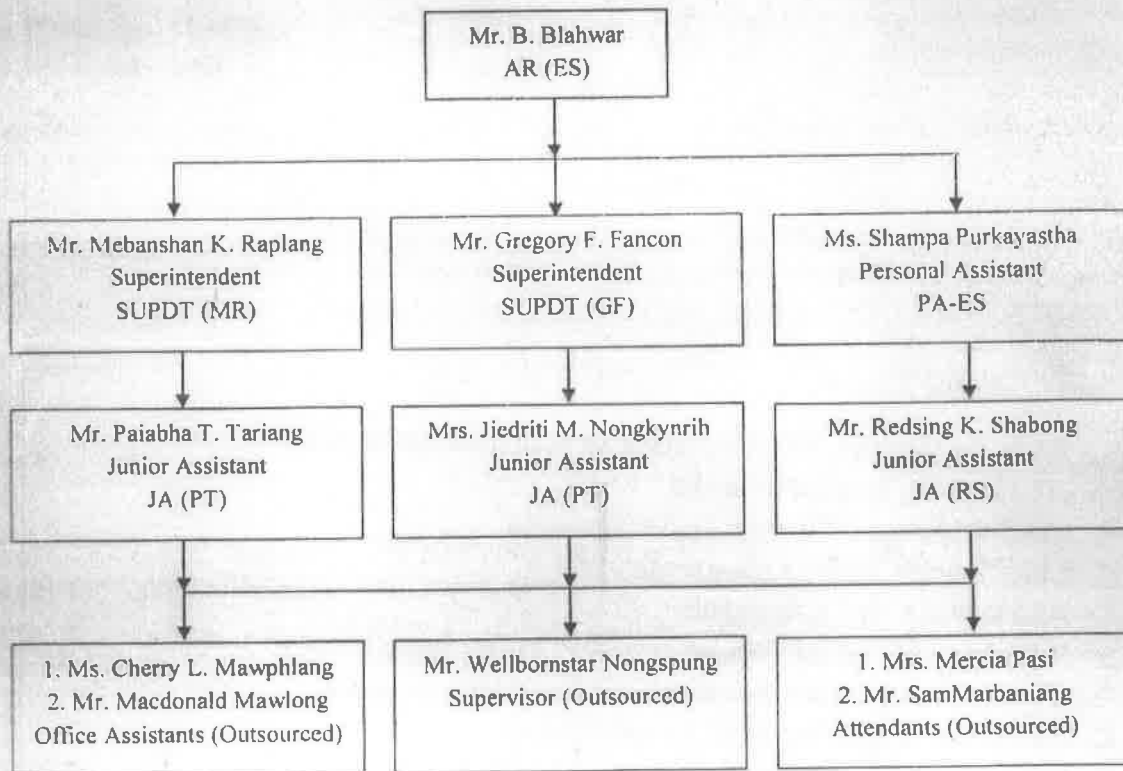
POSTING AND INDICATIVE RESPONSIBILITIES OF NEWLY JOINED OFFICERS AND STAFF AND RESHUFFLING OF DUTIES OF EXISTING STAFF

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

1. Director's Office

Name	Indicative Responsibilities	Report to
Mr. Himanshu Yadav Assistant Registrar (DR)	1. Overall in charge of Director's Office/Secretariat. He will carry out all the duties and activities of Directors Secretariat 2. Report to Director in all matters 3. For APAR - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director	Director

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.

[Handwritten signature]

2. Scrutinizing and processing applications for medical advance, for forwarding through proper channel, NOCs for interviews, bona fide certificates, loan applications, passport application, etc. of regular employees of the Institute.
3. Scrutinizing and processing application for bona fide certificates, loan applications, passport application, etc. of Trainee Teachers.
4. Scrutinizing and processing application for bona fide certificates and passport application 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 and advance calculation 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 (wherever applicable) etc. of resigned faculty members and non-teaching employees of the Institute.
9. Scrutinizing and processing Leave Salary Contribution, Pension Fund Contribution of faculty members and non-teaching 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 service books, Personal files, Registers & other documents of the section and making suitable entries (updating them in time) on regular intervals. Making Leave entries, LTC entries etc in the appropriate column of service books.
14. Maintenance of leave accounts and updating of personal files of Trainee Teachers.
15. Maintenance of front office activities like receipt and dispatch of letters and parcels, circulation / distribution of mails/DAK/letters, maintenance of File Index and File Movement Registers etc. including all works connected with Speed post /Courier.
16. Maintaining the File list for all the files used in the section.
17. Scrutinizing, processing, liaising and correspondence with building owners for all matters related with Leased Accommodation taken by the Institute for hostels and Director's residence, into agreements and recommending for their payments.
18. Scrutinizing and processing all matters related with recruitment and appointment of regular employees and engagement of consultants and contractual staffs.
19. Scrutinizing and maintenance of leave and monitoring the performance of consultants, contractual and outsourced staff and security personnel.
20. Cross checking of attendance sheets of all outsourced manpower and security and contractual employees and forward to the Accounts Section for further action.
21. Cross checking the EPF and ESIC contributions uploaded by the outsourced manpower and security providing agency (ies) and forwarding their claims for release of payments.
22. Preparing scrutinizing and processing replies to queries from MHRD, Parliament questions, RTIs, public grievances and general correspondence.
23. Preparing scrutinizing and processing of Internal Circulars, Office Orders, Office Memorandums, Notifications, etc.
24. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute premises or outside as the case may be.
25. Arrangement of Air tickets for official tours of Institute's employees BoG /FC Members and Selection Committee Members.

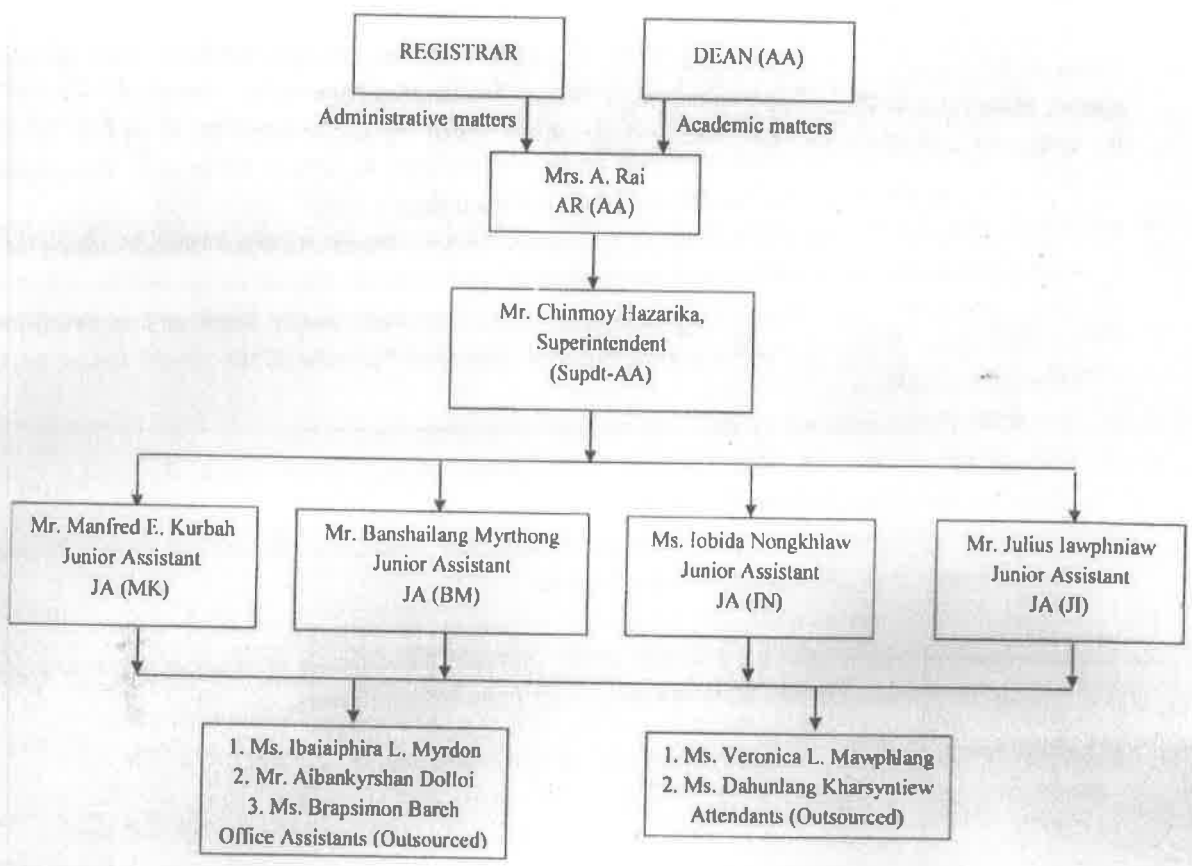
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26. To oversee data entry, etc. for recruitment of Faculty and Non Faculty, if required.
 27. **Leave Reliever:** In the absence of AR (ES) due to leave or tour or otherwise, Mr. Mebanshan K. Raplang, Supdt (MR) shall be the leave reliever till AR (ES) rejoins duty.
 28. **Leave Reliever:** In the absence of any of the Superintendents or Junior Assistant due to leave or tour or otherwise, another Superintendent or Junior Assistant present on the day shall take over the work of the absent Superintendent or Junior Assistant till he/she rejoins duty or as decided by AR(ES)
 29. Any other duties assigned by the Institute authorities from time to time.
 30. **For APAR of Mr. B. Blahwar, AR(ES) - Reporting Officer:** Registrar, Reviewing & Accepting Officer: Director
 31. **For APAR of Superintendents, Personal Assistant (ES) and Junior Assistants - Reporting Officer:** AR (ES), Reviewing Officer: Registrar, Accepting Officer: Director

The Section i/c may allocate/distribute the duties between the officials for easy and convenience of work as per the requirement and suitability and decide the leave relievers.

<p>Mr. Keshav Tamang, Jr. Assistant (JA-KT)</p>	<ol style="list-style-type: none"> 1. To assist the Registrar in managing his office including preparation of all kind of Agendas, Minutes, Reports, etc. related to all kind of meetings. 2. Any other duties assigned by the Institute authorities from time to time. 3. Report to the Registrar in all of the above matters. 4. For APAR - Reporting Officer: Registrar, Reviewing & Accepting Officer: Director
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R. K. P.

3. Academics Section

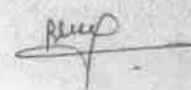


Indicative Responsibilities of the Section:

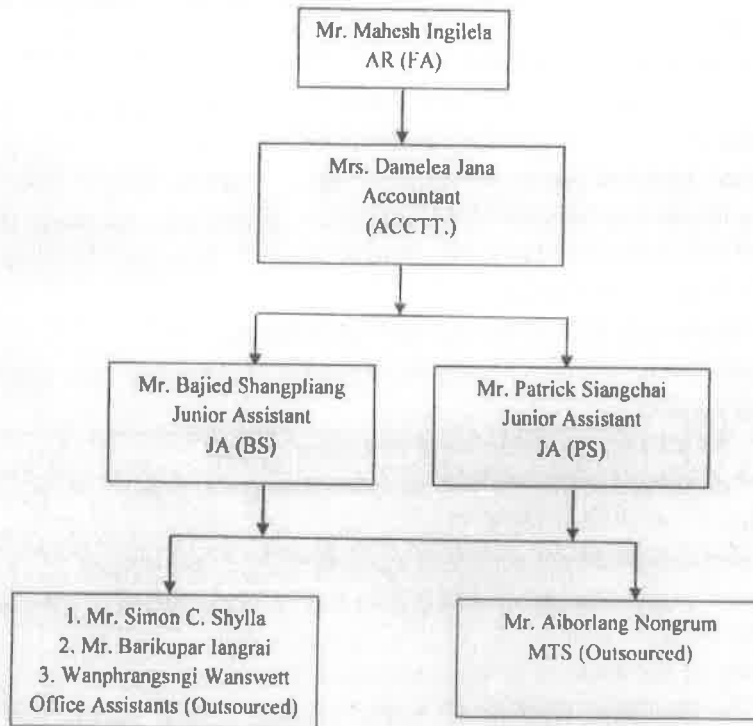
1. Report to Dean (AA) in all Academic matters /activities and Registrar in all matters related to Administration.
2. To prepare, process, scrutinize and supervise all matters related to the following:-
 - a. Admissions
 - b. Semester Course Registration
 - c. Examinations
 - d. Results
 - e. Scholarships
 - f. Senate Meetings
 - g. Convocation
3. Arrangement of Air tickets for official tours related to Academic Activities of the Institute, Senate Members and Convocation invitees.
4. All works related with preparation of identity cards of students and research scholars.
5. Assisting the HODs and other faculty members with office work, filing, correspondence receipt and issue.
6. Maintaining attendance records of M.Tech students, Ph.D. Scholars and Project Staff and submission of the same to Asst. Registrar (AA) or Establishment Section, as the case may be, every month after obtaining approval from the concern HOD's / Supervisors/ Project Investigators for disbursal of stipend.

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7. Maintaining records of issue of projectors and projector remote controls.
 8. Works related with Academics Section and Examination Committee as assigned from time to time.
 9. Preparation, distribution & circulation of senate Agenda, Minutes and all other meeting of Academic Work. Arrangements of Tea/snacksetc for the meetings.
 10. Assisting the CVO with his activities from time to time.
 11. **Leave Reliever:** In the absence of AR (AA) due to leave or tour or otherwise, Superintendent (AA) shall be the leave reliever till AR (AA) rejoins duty.
 12. **Leave Reliever:** In the absence of Superintendent (AA) due to leave or tour or otherwise, AR (AA) shall be the leave reliever till Superintendent (AA) rejoins duty or as decided by AR(AA)
 13. **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.
 14. Any other duties assigned by the Institute authorities from time to time.
 15. **For APAR of Mrs. A. Rai, AR(AA)** - Reporting Officer: Dean (AA), Reviewing Officer: Registrar, Accepting Officer: Director
 16. **For APAR of Superintendent and Junior Assistants** - Reporting Officer: AR (AA), Reviewing Officer: Dean (AA), Accepting Officer: Director

The Section i/c may allocate/distribute the duties between the officials for easy and convenience of work as per the requirement and suitability and decide the leave relievers.



4. Finance & Accounts Section



Indicative Responsibilities of the Section:

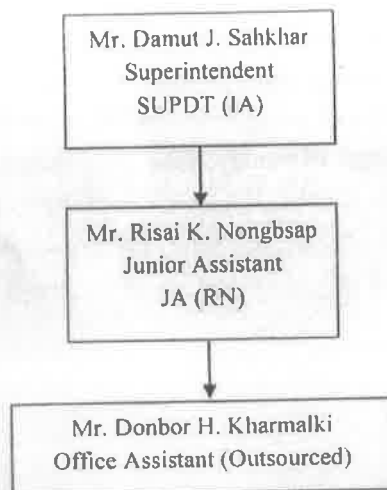
1. Passing of bills (through files).
2. Checking of Payment Vouchers (All Types).
3. Collection of Cheques/ refunds to Institute through Money Receipt book.
4. Working and furnishing information asked by MHRD from time to time related to Budget (RE/BE), Expenditure, UC, etc.
5. Preparation of Monthly Salary and sending them to Bank regularly & timely. Preparation of allied payments/receipts including Income Tax, Professional Tax & other deductions.
6. Preparation for GST Filing and Bank Reconciliation.
7. Preparation Bank Reconciliation Statement each month.
8. Monitoring of CPDA of all Faculties & maintaining CPDA Register/Accounts of each Faculty.
9. To operate Tally & Public Financial Management System (PFMS)
10. Providing all kind of Accounts related data/information to MHRD & other Statutory Organizations.
11. Preparation of Balance Sheet and Income and Expenditure Statement and Audited Statement in time.
12. Release of advances and timely settlement of their Account
13. Checking of UCs/ Expenditure for the Projects.
14. Preparation of UC for GIA & reporting to MHRD in time.
15. Preparation of Annual Accounts.
16. Conducting the Audit of Accounts and preparation of Audit Replies to the CAG Audit observations, CA observation, Internal Audit observation.
17. Salary of regular and contractual employees, Trainee Teachers, outsourced personnel, guest faculty, Adjunct faculty, etc.
18. To send salary slips to the Faculties and staffs.

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19. To inform all the employees about any credit/debit take place in their account.
 20. Stipend of P.G. students, JRFs, Project staff, etc.
 21. Payments for Hostel maintenance fees, water supply, Telephone, Transport, Security, Housekeeping, etc.
 22. D.A. and increment arrears payment.
 23. Processing and release of Payments against bills/receipts/Purchase order Supply of all Depts./Sections.
 24. TA bills/ reimbursement claims of faculty, Trainee Teachers, Project Staffs, P.G. Students and non-teaching employees who attended Conferences, Workshops, Meetings, Trainings, etc.
 25. TA bills and honorarium of BoG, FC, Senate, B&WC, Selection Committee members and all guests and invitees of the Institute.
 26. Medical reimbursement bills of faculty, staff and students
 27. Reimbursement from CPDA of faculty members for Membership fees. approved purchases, etc. as per prevailing rules.
 28. Processing of LTC advance and the final settlement claims.
 29. All the activities related to Income Tax including deduction, deposit, filing returns, issue of Form 16, etc.in time.
 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 tor or otherwise, Superintendent (F&A) 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, AR (F&A) 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 Superintendents or Junior Assistant due to leave or tour or otherwise, another Superintendent or Junior Assistant present on the day shall take over the work of the absent Superintendent or Junior Assistant till he/she rejoins duty or as decided by AR(F&A).
 34. **For APAR of Mr.Mahesh Ingilela, AR(F&A)** - Reporting Officer: Registrar, Reviewing Officer & Accepting Officer: Director
 35. **For APAR of Superintendent and Junior Assistants** - Reporting Officer: AR (F&A), Reviewing Officer: Registrar, Accepting Officer: Director

The Section i/c may allocate/distribute the duties between the officials for easy and convenience of work as per the requirement and suitability and decide the leave relievers.



5. Internal Audit Section



Indicative Responsibilities of the Section:

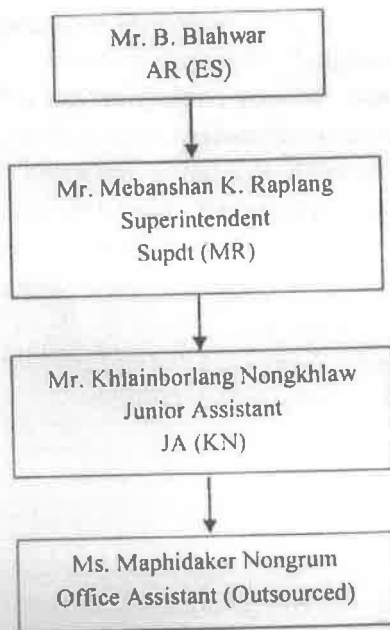
1. Auditing of Re-imbursments Bills, Advance Adjustment Bills, TA Bills, LTC Bills, etc.
2. Vetting of Purchase/Works proposal, orders of the Institute
3. Auditing of Purchase, Work Bills, Single Tender Enquiry (STE) etc. of the Institute.
4. Auditing of Miscellaneous bills etc of the Institute and Quarterly/Half 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 salary of regular and contractual employees, Trainee Teachers, outsourced personnel & deduction of statutory dues in time.
7. Auditing of Stipend of P.G. students, JRFs, Project staff, etc.
8. Auditing of Payments for Hostel Maintenance Fees, Water Supply, Telephone, Transport, Security, Housekeeping, etc.
9. Auditing of D.A. and increment arrears payment and all other arrear payments.
10. Auditing of Processing and Payment of Purchase Orders, Supply of bills, Engineering Section bills and all other bills/receipts of the Depts/Section.
11. Auditing of Medical reimbursement bills of faculty, staff and students.
12. Auditing of bills relating to Children Education Allowance.
13. Carry out half yearly audit of the payment Vouchers/bill payments.
14. Liaise with Accounts Section during CA audit, CAG audit etc.
15. Verify all the bills/receipts payment Vouchers (Bank Payment/Bank Receipt) before they are passed for release and payment.
16. Carry out annual physical stock verification of equipment, furniture, fixtures, consumables, etc as per GFR norms.
17. Any other duties assigned by the Institute authorities from time to time.
18. Report to Registrar in all above matters.

19. **Leave Reliever:** In the absence of Supdt. (IA) due to leave or otherwise, Supdt.(MR) shall be the leave reliever till Supdt. (IA) rejoins duty.
20. **Leave Reliever:** In the absence of JA (RN) due to leave or otherwise, Supdt. (IA) shall be the leave reliever till JA (RN) rejoins duty.
21. **For APAR of Mr. Damut Janai Sahkhar, Supdt. (IA)** - Reporting Officer: AR(F&A), Reviewing: Registrar, Accepting Officer: Director
22. **For APAR of Mr. Risai Kupa Nonghsap, JA(RN)** - Reporting Officer: AR(F&A), Reviewing Officer: Registrar, Accepting Officer: Director

The Section i/c may allocate/distribute the duties between the officials for easy and convenience of work as per the requirement and suitability and decide the leave relievers.

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6. 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.


Works related with providing transportation facility:

6. Assist the Faculty 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.
7. Looking after bus arrangement, liaison and correspondence with transport service providing agency for bus requisitions and scheduling.
8. Arrangement and hiring of official vehicles for the Institute officials and invited guests, liaison and correspondence with transport service providing agency for the same.
9. Assist in Security arrangement and all matters related to deployment & functioning of Security personnel (outsourced)
10. Any other duties assigned by the Institute authorities from time to time.
11. *For APAR* - Reporting Officer: AR-ES, Reviewing Officer: Registrar, Accepting Officer: Director

The Section i/c may allocate/distribute the duties between the officials for easy and convenience of work as per the requirement and suitability and decide the leave relievers.

7. Student Activity Centre

Name	Indicative Responsibilities
Mr. Anderson Rapsang, SAS Assistant	<ol style="list-style-type: none"> 1. Carry out duties and assist with matters related with student activities, cultural and technical fests, sports activities, etc. 2. To lead the Institute sports team of different games & sports and to take them to the place of events at Shillong / outside the city. 3. To conduct all sports activities of the Institute smoothly. 4. To keep the First-Aid, to attend to the emergency injury. 5. Any other duties assigned by the Institute authorities from time to time. 6. Report to President SAC in all the above matters 7. <i>For APAR</i> - Reporting Officer: President SAC, Reviewing Officer: Dean (SW), Accepting Officer: Director


 Registrar