



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

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Dated 07.08.2018

**OFFICE ORDER**

This is to notify that the Section and incumbent wise allocation of duties in respect of Finance & Accounts, General Administration, Establishment, Internal Audit and Purchase Sections are as under :-

Name	Indicative Responsibilities
<b>1. FINANCE &amp; ACCOUNTS SECTION</b>	
Ms. Damelea Jana, Accountant	<ol style="list-style-type: none"><li>1. Passing of bills (through files).</li><li>2. Checking of Payment Vouchers.</li><li>3. Collection of Cash/Cheques through Money Receipt book.</li><li>4. Working and furnishing information asked by MHRD from time to time.</li><li>5. Preparation of Salary.</li><li>6. Preparation for filing of Income Tax returns.</li><li>7. Preparation for GST Filing and Bank Reconciliation.</li><li>8. Preparation Bank Reconciliation Statement each month.</li><li>9. Monitoring of CPDA of all Faculties.</li><li>10. Providing all kind of Accounts related data/information to MHRD &amp; other Statutory Organizations.</li><li>11. Preparation of Balance Sheet and Income and Expenditure Statement and Audited Statement.</li><li>12. Release of advances and their Account timely statement</li><li>13. Checking of UCs/ Expenditure for the Projects.</li><li>14. Assisting while preparation of Annual Accounts.</li><li>15. Conducting the Audit of Accounts and preparation of Audit Replies to the CAG Audit observations.</li><li>16. Leave Reliever of Assistant Registrar (F&amp;A).</li><li>17. Any other duties assigned by the Institute authorities from time to time.</li><li>18. Report to Asst. Registrar (FA) in all above matters, till a regular AR (F&amp;A) is recruited.</li></ol>
Mr. Risai Kupar Nongbsap, Jr. Assistant	<p>Preparation/Processing of the following activities:</p> <ol style="list-style-type: none"><li>1. Salary of regular and contractual employees, Trainee Teachers, outsourced personnel.</li><li>2. Stipend of P.G. students, JRFs, Project staff, etc.</li><li>3. Payments for Hostel maintenance fees, water supply, Telephone, Transport, Security, Housekeeping, etc.</li><li>4. D.A. increment arrears payment.</li><li>5. Processing and Payment of Purchase order Supply bills, Engineering Section bills, etc.</li><li>6. TA bills of faculty who attended Conferences, Workshops, etc. in India.</li><li>7. Medical reimbursement bills of faculty, staff and students</li><li>8. Reimbursement from CPDA of faculty members for Membership fees, approved purchases, etc.</li><li>9. Processing of LTC final settlement claims, Income Tax, etc.</li><li>10. To operate Tally &amp; Public Financial Management System (PFMS)</li><li>11. To assist Accountant in all the activities related to Income Tax including deduction, deposit, filing returns, issue of Form 16, etc.</li><li>12. Leave Reliever of Mr. Ferdinand Mutyen.</li><li>13. Any other duties assigned by the Institute authorities from time to time.</li><li>14. Report to Accountant (Ms. D. Jana) in all above matters.</li></ol>

<p>Mr. Ferdinand Mutyen, Jr. Assistant</p>	<p>Preparation/Processing of the following activities:</p> <ol style="list-style-type: none"> <li>1. Salary of Regular and Contractual Employees, Trainee Teachers, Outsourced Personnel.</li> <li>2. Stipend of P.G. students, JRFs, Project staff, etc.</li> <li>3. D.A. increment arrears payment.</li> <li>4. Processing and Payment of order Supply bills, Engineering Section bills, etc.</li> <li>5. Payments for Hostel maintenance fees, water supply, Telephone, Transport, Security, etc.</li> <li>6. TA bills of faculty who attended Conferences, Workshops/Seminars etc.</li> <li>7. Medical reimbursement bills of employees and students.</li> <li>8. Reimbursement from CPDA of faculty members for Membership fees, approved purchases, etc.</li> <li>9. Processing of LTC final settlement claims, Income Tax, etc.</li> <li>10. To operate Public Financial Management System (PFMS)</li> <li>11. Any other duties assigned by the Institute authorities from time to time.</li> <li>12. Leave Reliever of Mr. Risai Nongbsap.</li> <li>13. Reporting to Accountant (Ms. D. Jana) in all above matters.</li> </ol>
<p><b>2. PURCHASE SECTION</b></p>	
<p>Mr. Nabasius Warjri, Superintendent</p>	<ol style="list-style-type: none"> <li>1. All the activities related with Stores and Purchase: scrutinizing indents, preparation of NIQ's, Sanction Sheets, Preparation of Purchase Orders, and Comparative Statements. He has to scrutinize and forward matters related with Annual Maintenance Contracts, maintenance and repairs of furniture, fixtures and water purifiers and all other assets of the Institute.</li> <li>2. Assisting in all tenders scrutinizing and evaluation, releasing advertisements through newspapers.</li> <li>3. Processing, scrutinizing and forwarding matters related with Leased Accommodation of Hostels, Institute and employees.</li> <li>4. To oversee data entry for recruitment of Faculty and Non Faculty if required.</li> <li>5. Physical Stock Verification of Assets</li> <li>6. Accounting of all stores materials received and their proper record keeping including issues/ receipts of items.</li> <li>7. Maintenance of stocks registers of Fixed Assets and Consumables as per GFR.</li> <li>8. Ensure compliance of GFR 2017 and CVC guidelines in all kind of Purchases and maintain fairness, transparency and price reasonability.</li> <li>9. Preparation of vendor base for the goods regularly procured.</li> <li>10. Maintenance of all the files, registers documents of Stores and Purchase Sections.</li> <li>11. Leave Reliever of Mr. Mebanshan K. Raplang.</li> <li>12. Any other duties assigned by the Institute authorities from time to time.</li> <li>13. Report to Asst. Registrar (ES) in all above matters.</li> </ol>
<p>Mr. Khlainborlang Nongkhlaw, Jr. Assistant</p>	<ol style="list-style-type: none"> <li>1. Processing and put up through Superintendent (Purchase) matters related with Purchase, Annual Maintenance of stock records and numbering of furniture, fixtures, etc.</li> <li>2. Assist with hostel related purchases and supplies, hostel water supply, etc.</li> <li>3. Looking after overall housekeeping in Bijni Complex.</li> <li>4. Incharge of looking after all matters related with the Director's official vehicle, Ambulance and Institute's hired vehicles.</li> <li>5. Incharge of all works related with preparation of identity cards</li> <li>6. Maintain records and verify water supply, hostel furniture &amp; fixtures and water purifiers, hostel gyms and sports equipment and consumables.</li> <li>7. Assisting in tender opening, staff recruitment examinations, interviews, etc.</li> <li>8. Data Entry for recruitment of Faculty and Non Faculty if required.</li> <li>9. Any other duties assigned by the Institute authorities from time to time.</li> <li>10. Report to Asst. Registrar (ES) in all above matters.</li> </ol>

### 3. INTERNAL AUDIT SECTION

Mr. Mebanshan K. Raplang, Superintendent	<p><b>Establishment Section</b></p> <ol style="list-style-type: none"><li>1. Function as Alternate Nodal Officer with NSDL for all matters related with New Pension Scheme.</li><li>2. Incharge of maintenance of leave and monitoring the performance of outsourced staff and contractual employees, including preparation of experience certificates, NOCs, etc.</li><li>3. Processing applications from faculty members and Trainee Teachers for permission and financial assistance for attending Conferences, Workshops, etc.</li><li>4. Processing applications from regular employees for forwarding through proper channel.</li><li>5. Preparing Leave Salary Contribution, Pension Fund Contribution of employees on deputation from other organizations/ Institutes.</li><li>6. Scrutinizing and forwarding applications put up by Junior Assistants for salary advance, medical advance, NOCs, bona fide certificates, loan applications, passport application, etc.</li><li>7. Processing LTC applications of regular employees.</li><li>8. Staff recruitment examinations, interviews, etc.</li><li>9. To oversee data entry for recruitment of Faculty and Non Faculty if required.</li><li>10. Leave Reliever of Mr. Nabasius Warjri.</li><li>11. Any other duties assigned by the Institute authorities from time to time.</li><li>12. Report to Asst. Registrar (ES) in all above matters.</li></ol> <p><b>Finance &amp; Accounts Section</b></p> <ol style="list-style-type: none"><li>1. Processing of Children Education Allowance.</li><li>2. Processing medical reimbursement bills.</li><li>3. Leave Reliever of Ms. Damelea Jana.</li><li>4. Any other duties assigned by the Institute authorities from time to time.</li><li>5. Report to Asst. Registrar (FA) in all above matters.</li></ol> <p><b>Internal Audit Section</b></p> <ol style="list-style-type: none"><li>1. All works related to Internal Audit.</li><li>2. Leave Reliever of Ms. Damelea Jana.</li><li>3. Any other duties assigned by the Institute authorities from time to time.</li></ol>
Mr. Bajied Shangpliang, Jr. Assistant	<ol style="list-style-type: none"><li>1. To receive all the communications marked to the Sections.</li><li>2. To check the bills/receipts/notes/indents received from the Departments /Sections.</li><li>3. To maintain all the Registers/Documents/Files etc. of the Section</li><li>4. To assist seniors of the Section in dealing with Finance and Establishment related works.</li><li>5. All matters related to Internal Audit</li><li>6. Any other duties assigned by the Institute authorities from time to time.</li><li>7. Report to Superintendent, I/c of Internal Audit Section in all above matters.</li></ol>

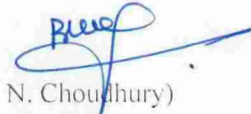
### 4. ESTABLISHMENT SECTION

Mr. Paiabha Trevor Tariang, Jr. Assistant	<ol style="list-style-type: none"><li>1. Maintenance of leave accounts of all faculty members.</li><li>2. Maintenance and updating of personal files of all faculty members.</li><li>3. Receipt and dispatch of letters and parcels.</li><li>4. Works connected with Speedpost.</li><li>5. Maintaining File Index and File Movement Registers.</li><li>6. Processing LTC applications of regular employees.</li><li>7. Processing and put up through Superintendent (Estt.) applications of all faculty members for forwarding through proper channel, salary advance, medical advance, NOCs, bonafide certificates, loan applications, passport application, etc.</li><li>8. Monitoring the performance of security personnel</li><li>9. Assisting in tender opening, releasing advertisements through newspapers, staff recruitment examinations, interviews, etc.</li><li>10. Processing and put up through Superintendent (Purchase) all matters related with Leased</li></ol>
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	<p>Accommodation of employees.</p> <ol style="list-style-type: none"> <li>11. Processing and put up through Superintendent (Purchase) all matters related with regular employees' attestation and police verification.</li> <li>12. Making arrangements and preparations for functions, meetings, interviews, examinations and other events in the Institute.</li> <li>13. Processing and put up through Superintendent (Purchase) matters related furniture and fixtures.</li> <li>14. Data Entry for recruitment of Faculty and Non Faculty if required.</li> <li>13. Leave Reliever of Mrs. Jiedriti Mary Nongkynrih &amp; Mr. Keshav Tamang.</li> <li>15. Any other duties assigned by the Institute authorities from time to time.</li> <li>16. Report to Asst. Registrar (ES) in all above matters.</li> </ol>
<p>Ms. Jiedriti Mary Nongkynrih, Jr. Assistant</p>	<ol style="list-style-type: none"> <li>1. Maintenance of leave accounts of all non-teaching employees, contractual employees and Trainee Teachers.</li> <li>2. Maintenance and updating of personal files of all non-teaching employees and Trainee Teachers.</li> <li>3. Receipt and dispatch of letters and parcels.</li> <li>4. Maintaining File Index and File Movement Registers.</li> <li>5. Processing and put up through Superintendent (Estt.) applications from of all non-teaching employees, contractual employees and Trainee Teachers for forwarding through proper channel medical advance, NOCs, bona fide certificates, loan applications, passport application, etc.</li> <li>6. Cross checking of attendance sheets of JRFs, Research Scholars and Contractual Employees and put up to the Accounts Section for further action.</li> <li>7. Assisting in tender opening, releasing advertisements through newspapers, staff recruitment examinations, interviews, etc.</li> <li>8. Data Entry for recruitment of Faculty and Non Faculty if required.</li> <li>9. Leave Reliever of Mr. Paiabha T. Tariang &amp; Mr. Keshav Tamang.</li> <li>10. Any other duties assigned by the Institute authorities from time to time.</li> <li>11. Report to Asst. Registrar (ES) in all above matters.</li> </ol>
<p>Mr. Keshav Tamang, Jr. Assistant</p>	<ol style="list-style-type: none"> <li>1. To assist the Registrar in managing his office including preparation of all kind of Agendas, Minutes, Reports, etc.</li> <li>2. Any other duties assigned by the Institute authorities from time to time.</li> <li>3. Report to Asst. Registrar (ES) in all above matters.</li> </ol>
<p>Mr. Manfred Eleazer Kurbah, Jr. Assistant</p>	<ol style="list-style-type: none"> <li>1. To be posted in the Departmental Office, Academic Block.</li> <li>2. Assisting the HODs and other faculty members sitting in the Academic Block with office work, filing, correspondence receipt and issue.</li> <li>3. Maintaining Casual Leave records of faculty and staff for whom the HODs are the leave sanctioning authorities and preparing of monthly records thereof for submission to Administration.</li> <li>4. Maintaining attendance records of M.Tech students and PhD Scholars and submission of the same to Accounts Section every month after obtaining approval from the concern HOD's / Supervisors for disbursal of stipend.</li> <li>5. Maintaining records of issue of projector remote controls, classroom microphones, etc. in all Class Rooms</li> <li>6. Looking after housekeeping in the Academic Block and Hostels from time to time.</li> <li>7. Data Entry for recruitment of Faculty and Non Faculty if required.</li> <li>8. Works related with Academics Section and Examination Committee as assigned from time to time.</li> <li>9. Assisting in tender opening, releasing advertisements through newspapers, staff recruitment examinations, interviews, etc.</li> <li>10. Looking after bus arrangement, liaison and correspondence with Synroplang SHG for bus requisitions and scheduling.</li> <li>11. Assisting the Chief Warden and Wardens with day to day requirements in hostels.</li> </ol>

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| <ol style="list-style-type: none"><li>12. Record hostellers' complaints and report to concerned Warden/ Chief Warden for needful.</li><li>13. Maintain stock of consumables, miscellaneous items and disinfectants issued to all hostels.</li><li>14. Cross checking of mess bills submitted by all mess caterers, liaise between hostellers and mess caterers for any discrepancies in the mess bills. put up approved mess bills to Wardens and Chief Warden for payment.</li><li>15. Calculate mess advance refund and put up approved calculation to Wardens and Chief Warden for refund</li><li>16. Checking the attendance, duties and performance of the hostel Security personnel, Caretakers and Cleaners. All Caretakers and hostel Cleaners are to report to him first for anything.</li><li>17. Assisting the Chief Warden and CVO.</li><li>18. Leave Reliever of. Mr. Julius lawphniaw , Mr. Banshailang Marthong &amp; and Ms.lobida Nongkhlaw.</li><li>17. Any other duties assigned by the Institute authorities from time to time.</li><li>19. Report to Chief Warden, Chief Vigilance Officer, Chairman, Examination Committee. AR (ES) &amp;AR (AA) in all above matters.</li></ol> |
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This issues with approval of the Competent Authority and shall come into force with immediate effect and until further orders.



(B. N. Choudhury)  
Registrar

Copy to:-

1. Concerned employees.
2. Secretary to the Director for kind information of the Director.
3. CVO for kind information
4. Chief Warden for kind information
5. All HODs & Faculty by email for information.
6. All Wardens for information.
7. AR (ES/FA) & AR (AA) for information.
8. Concerned Personal Files for record.