



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Toshali Bhawan, Satyanagar भुवनेश्वर/Bhubaneswar - 751007

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No.F.2-14/2013-Estt./ 365

18th October 2017

OFFICE ORDER

Subject:- Re-allocation of work among the Officers in the Registry.

The undersigned is directed to convey that the Competent Authority has been pleased to approve the postings/reallocation of duties and responsibilities of the following Officers in the interest of the Institute.

Sl No.	Name of the Officer	Assignment of Work and Responsibilities	Reporting	Link Officer
1.	Sh. Manas Ku. Behera Assistant Registrar	1. Establishment Section 2. Continuing Education (CE) 3. Rajbhasa Unit 4. Public Information Officer (PIO) 5. House Keeping	1. Registrar 2. Dean (CE) 3. Registrar 4. Registrar 5. Joint Registrar	Sh. P K Sahoo ASO
2.	Dr. S.N. Routray Assistant Registrar	1. Academic Section 2. Student Affairs including Hostel matters 3. Research & Development Section 4. Alumni Affairs	1. Dean Academic Affairs 2. Dean SA & Warden 3. Dean R&D 4. Dean Alumni Affairs	OSD - Academics OSD - Sports Sh. Manas Kumar Behera for SI No.3 & 4
3.	Sh. P.K. Sahoo Assistant Registrar	1. Stores and Purchase Section 2. Meeting and Coordination Cell (MCC) for Registry 3. Press and Media 4. Matters related Labour issues/ Courts 5. Guest House Management	Joint Registrar 5. PIC, Guest House	Sh. Manas Kumar Behera
4.	Sh. Kulamani Nayak OSD - Establishment	1. Establishment matters, Estate*, RTI, Parliamentary questions, Legal matters, FC & BoG meeting, Maintenance and update of personal files and service books of all faculty and staff etc. 2. Management of outsourced manpower 3. Legal Matters	1. Assistant Registrar (Estt.) Joint Registrar	Shri P K Sahoo

5.	Sh. Prasanna Ku. Das OSD - Finance & Accounts and Internal Audit	1. Finance & Accounts 2. Internal Audit of the Institute.	1. Joint Registrar 2. Director	Joint Registrar
6.	Sh. Sushanta Ku. Poddar OSD - Academics	1. Academic Matters	1. Dean AA	Dr. S N Routray
7.	Dr. Sarnam Singh Yadav, OSD - Sports	1. Gymkhana and Sports activities 2. OIC, Community Centre.	1. President, Gymkhana 2. PIC Argul	Dr. S N Routray

NB:- *Estate – Allotment of staff quarters including assisting Market Technology Committee, coordinating the work of shopping complex, land disputes, alienation proposals, eviction etc.

This will come into force with immediate effect.


Registrar

To

All Officers Concerned.

Copy to :

1. All Deans/ HoSs / Academic Coordinators
2. All PICs / Chairmen / Coordinators
3. President, Students Gymkhana
4. Warden/Assistant Wardens
5. PIC, Web : For Web Publicity
6. Joint Registrar (F&A)
7. Superintending Engineer (Civil)
8. Deputy Librarian
9. Assistant Executive Engineer (Electrical)
10. All Assistant Registrars
11. Student Counsellor
12. Career Development and Placement Officer (CDPO)
13. Medical Officer
14. Chief Security Officer (CSO)
15. All Sections / Schools
16. Secretary to Director/ Registrar
17. Office Order File