



Office of the Principal,
ANANDAPUR COLLEGE, ANANDAPUR

DIST.- KEONJHAR, 758021 (ODISHA)

www.anandapurcollege.com

email:- principal.anandapur@gmail.com

Accredited to NAAC (2nd Cycle) 'B'

Phone- 06731-240250

Mobile- 8895101600

Order No. 46

Dt. 12.06.2021

OFFICE ORDER

The following duties have been assigned among the Class-III employees of the College for functioning of the Office Work. The assignments will come in to force with immediate effect.

- 1. Sri Laxmidhar Patra, Head Clerk**
GPF, Pension, NPS, Affiliation, Concurrence, IDP, RUSA, Official Correspondence, Construction & Other Establishment work
- 2. Smt. Sulochana Sahoo, Senior Clerk**
Establishment, Stocks & Stores, NSS, Postage, Official Correspondence, Diary, Dispatch
- 3. Sri Dayanidhi Naik, Junior Clerk-sum-Cashier, Accountant I/c.**
Non-DP Salary, D.P. requirement, EPF, Income TAX, Cash Book & Audit Compliance, all other Account related matter & YRC
- 4. Sri Sambaran Sinha, Junior Clerk**
Examination (+2,+3) RTI, Sports
- 5. Sri Gourishankar Panda, Junior Clerk**
CAPA, Collection Counter, Daily Collection Register, NCC, e-mail, Official Correspondence
- 6. Smt. Puspallata Ram, Junior Clerk-cum-DEO (+2)**
+2 SAMS, +2 Scholarship, +2 Academic, Computer Work related to +2 examination, UDISE, Download of online letters & other urgent work as assigned by Principal.
- 7. Sri Sushanta Kumar Mishra, Junior Clerk-Cum-DEO (+3)**
+3 SAMS, +3 Academic, +3 Scholarship, Computer work related to +3 Examination, e-Dispatch, preparation of HRMS Bills, IFMS related works HIMS, Bio-metric attendance, EPF & other urgent work as assigned by Principal.

[Signature]
Principal
Anandapur College,
Anandapur

Memo No. 708 Date 12.06.2021

Copy to Person Concerned/ SCR/ Academic Section/ Library/ Exam. Section/ All SAMS/ OGF/ PGF for information.

[Signature]
Principal
Anandapur College,
Anandapur