



Bajkul Milani Mahavidyalaya

[Govt. Sponsored]

Estd.- 1964

Principal : (03220) 274-291

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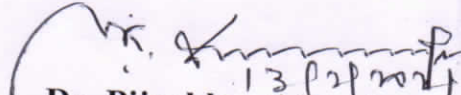
Notice

It is hereby notified to all of the Permanent and Casual Non-teaching Staff (NTS) engaged in the college office that as per previous meeting (dated 12th December 2020) between the college authority and said staff, Mr. Narayan Chandra Maity, Acting Office In-charge made a temporary duty list for the office staff to conduct all the office works and activities regularly and smoothly and he has served it in due time. As per that list all the staff was requested to maintain their duty considering own role and responsibility in different office works and activities. But it is unfortunate to the authority that there has been noticed the absence and irresponsibility of some NTS employees in the college works as per regular/ frequent basis.

In this perspective, I further request you to maintain your duty and responsibility understanding own role and limitation as mentioned in the duty list (Attached). Hope, the students must not be deprived from any facility due to any kind of irresponsibility and ignorance by the staff later on.

With regards,

13/02/2021


13/02/2021
Dr. Pijushkanti Dandapath
Teacher-in Charge (TIC)
Bajkul Milani Mahavidyalaya

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist.- Purba Medinipur

1. Duty list attached.





Temporary Duty List
for

Admission, Examination, Data Store, Administrative, Finance and NAAC related Works

Sl. No.	Name of the Employee	Duties	Day per week
1.	Mr. Tarun Das, Accountant	Finance / Salary	Last 07 working days of the every month / as required
2.	Mr. Ananda Pradhan, Cashier	Finance / Bill Payment	Wed and Fri day every week / as required
3.	Mr. Narayan Chandra Maity, Office-in-charge	Administrative and Proper Observation of the whole works.	Mon, Wed, Fri and Sat day / as required
4.	Mr. Ramhari Bhunia, Casual Staff	Administrative and Scholarship	Mon, Wed and Fri day / as required
5.	Mr. Himangsu Sekhar Sen	Administrative and Scholarship	Tue, Wed and Fri day / as required
6.	Mr. Gourav Kanti Das	Administrative and Scholarship	Tue, Thu and Sat day / as required
7.	Mr. Nanigopal Majhi	Administrative, Scholarship, Certificate	Mon, Thu and Sat day / as required
8.	Mr. Narayan Samanta	Administrative, Scholarship and Office works	Tue, Thu and Fri day / as required
9.	Mr. Santosh Samanta	Administrative and works for P.G. Course	Tue, Wed and Sat day / as required
10.	Mr. Uttam Kumar Majhi	Administrative and works for P.G. Course	Tue, Wed and Sat day / as required
11.	Mr. Purna Chandra Barman, Clerk	Internal / University Examination and Result related works	Mon, Wed and Fri day / as required
12.	Mr. Pratik Ranjan Bayerd, Casual Staff	Internal / University Examination and Result related works	Tue, Thu and Sat / as required
13.	Mr. Samir Kumar Bera	Internal / University Examination and Result related works	Mon, Tue and Thu day / as required
14.	Mr. Harekrishna Manna	Internal / University Examination and Result related works	Wed, Fri and Sat day / as required
15.	Mr. Nityananda Paria, Clerk	University related official works and data supply	Mon, Wed and Fri day / as required
16.	Mr. Manas Jana	University related official works and data supply	Tue, Wed and Fri day / as required
17.	Mr. Manoranjan Barman	Office General Works / NAAC works	Mon, Thu and Sat day / as required
18.	Mr. Dipankar Das	Office General Works / NAAC works	Tue, Wed and Fri day / as required
19.	Mr. Sujit Bera	Data Store and Admission related works	Mon, Wed and Fri day / as required
20.	Mr. Manik Kar	Data Store and Admission related works	Tue, Thu and Sat day / as required
21.	Tanusree Kar	Data Store and Admission related works	Mon, Tue and Fri day / as required

13/2/2024
Teacher-in-charge
Bajkul Milani Mahavidyalaya
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Purba Medinipur