

**OFFICE OF THE PRINCIPAL,  
NAYAGARH PRAJAMANDAL MAHILA MAHAVIDYALAYA, NAYAGARH**

**OFFICE ORDER**

No. ...6.2.2.....

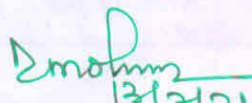
Dt. 13-07-2021

**Distribution of Co-Curricular Activities  
For The Year 2021-22  
Non-Teaching Staff**

The distribution of duties among the non-teaching staff is given in following manner for the academic session 2021-22. The staff members are requested to perform their assignments sincerely and scrupulously as part of their normal duties. This order shall come into effect from Dt. 13-07-2021.

Sl. No.	Name	Assignment
01	Mrs. S.Pattnaik, Head Clerk	Personal File of management and contractual staff, Pension, R.T.I., IQAC member, compliance of Govt. letters, G.B. File
02	Mr. A.Sahoo, Sr. Clerk	Personal Files and Service Books of D.P. staff, +2 Examination, Leave Accounts
03	Mr. S.K.Maharana, Jr. Clerk	Recognition and Affiliation (+2 & +3), +3 Examination, G.P.F., Construction
04	Mr. P.K.Bhuyan, Accountant	Accounts, UGC, Budget, Hostel, H.R.M.S.
05	Mrs. T.Begum, Jr. Clerk	Union, Writing +2 & +3 Long Roll, Diary & Despatch in the absence of Mr. B.K.Rout, T.C. & C.L.C. (+3)
06	Mrs. D.Jena, Jr. Clerk	Accounts collection, Collection of mess dues of boarders
07	Mrs. B.Dash, Jr. Clerk	+2 & +3 scholarship, C.D.C., N.S.S., Y.R.C., Sports, +2 Examination, National Day celebration, Participation of students in competitions outside campus & Equal Opportunity Cell, +2 Admission, T.C. & C.L.C. (+2)
08	Mr. B.S.S. Das, Jr. Clerk	Examination, Examination Grievance, Stock & Store
09	Mr. B.K.Rout, Jr. Clerk	Diary & Despatch, General Grievance, ICC, Students Attendance (+2 & +3), Admission (+3)
10	Mr. Purna Chandra Dash, D.E.O.	SAMS, Associate Diary & Despatch

11	Sri Trinath Barik, Peon	Principal Office/IQAC
12	Sri P.C.Mohapatra, Peon	Accounts Section
13	Sri Parsuram Das, Peon	Accounts Section
14	Sri Gokula Ghadei, Attend. in Biology	Lab Attend. Biology, +3 Admission
15	Smt. Chhandarani Mahapatra, Attend. in Home Science	Lab Attendant, Home Science, Matron Hostel, +3 N.S.S., YRC
16	Sri Kailash Chandra Parida, Attend. In Chemistry	Lab Attend. Chemistry, Furniture, +2 Admission, I/C Ground Floor, YRC
17	Miss Tabirun Bibi	Attend. Library, Reading Room, News Corner
18	Smt. Anita Nayak	Attend. Education Deptt., N.S.S. +3 wing & +2 wing, YRC
19	Mrs. Budhei Barik	Staff Common Room / SAMS
20	Sri Budhi Baman Parida	Attend. Library, All Xerox
21	Smt. Kumari Nayak	Lab Attend. Physics
22	Smt. Gitanjali Rout	Principal Chamber/IQAC
23	Sri Sanjay Mohapatra, Attendant	Office / Establishment Section
24	Sri Debasish Mohapatra, Attendant	Establishment Section / Exam. Section, YRC, N.S.S. +2 & +3 wing
25	Sri Suresh Chandra Rath	Attendant Psychology Deptt., N.S.S. +3 wing, College gate in the absence of Watchman
26	Sri Trinath Sahoo	Examination Section, College gate in the absence of watchman
27	Smt. Jhilli Dakua	Administrative Block & Hall 30
28	Smt. Saraswati Nayak	Conference Hall, Science Block, All the Deptt. Rooms, In front of Room No. 24, 25 & Backside
29	Sri Somanath Das	SAMS, N.S.S. +2 & +3 wing, Y.R.C.

  
 13/7/21  
 Principal  
 N.N.P.M.M. Navagarh

Copy to President G.B./ O.G.F./ P.G.F./ S.G.F./ H.C./ Library/ SAMS/  
Accounts Section/Examination Section/Establishment Section/ Administrative  
Bursar/ Accounts Bursar/ Academic Bursar / All H.O.Ds.

Phy Dept