

National Institute of Technical Teachers' Training & Research, Kolkata*(Under the Ministry of Human Resource Development, Government of India)***Block-FC, Sector-III, Salt Lake, Kolkata-700 106**

Ref. No. NITTTR-K/E/5-3/2021-22/ 119

Date: 6th May 2021OFFICE ORDER NO. 37 OF 2021-22

In supersession of all previous Office Order(s) in this regard, with immediate effect and until further order, the following employees are hereby transferred as under:

S. No.	Name and Designation	Posted from	Posted to	Reporting Officer	
1.	Shri Avijit Kundu Technical Officer	Erstwhile TDC	Institute Computer Centre (ICC)	FICs & Nodal Officer, ICC	
2.	Shri Debashis Shaw Senior Technician	Erstwhile TDC			
3.	Shri Sumit Roy Chowdhury Senior Technician <i>Additional Responsibility: Electrical Engineering</i>	Electrical Engineering	Institute Works Section (IWS)	FIC, IWS Dr. Soumitra Kumar Mandal	
4.	Shri Nitai Kumar Sarkar Technical Assistant Grade II <i>Additional Responsibility: Electrical Engineering</i>	Electrical Engineering			
5.	Shri Pradeep Kumar Nayak Senior Technician	Erstwhile TDC			
6.	Shri Sati Nath Mitra Technical Assistant Grade II <i>Additional Responsibility: Civil Engineering</i>	Civil Engineering		FIC, IWS Mr. Nirmal Kumar Mandal	
7.	Shri Sofiul Anam Senior Technical Assistant <i>Additional Responsibility: Mechanical Engineering</i>	Erstwhile TDC			
8.	Shri Indrajit Nandy Senior Secretariat Assistant	PG Cell		FICs, IWS	
9.	Shri Ashoke Paul Junior Secretariat Assistant	Estate			
10.	Shri Ramanuj Dutta Roy Section Officer Grade II	Estate		Academic Affairs	PG Cell, Training and Placement Cell
11.	Shri Animesh Shome Senior Secretariat Assistant	Civil Engineering		Radhakrishnan Building Office	Head, Civil Engineering
12.	Smt. Soma Bhattacharjee Samadder Senior Secretariat Assistant <i>Additional Responsibility: Central Store</i>	Mechanical Engineering	Vidyasagar Building Office	Head, Mechanical Engineering	
13.	Shri Shyamal Murari MTS	Civil Engineering	Radhakrishnan Building Office	Head, Civil Engineering	
14.	Shri Dulal Chandra Naskar MTS	Estate	Vidyasagar Building Office	Head, Mechanical Engineering	

The Heads/FICs/OICs are advised to make charter of duties of the respective employee(s) posted under their control and leave substitute thereof. In addition of his new assignment of activities in PG Cell, Shri Ramanuj Dutta Roy, Section Officer Grade II shall also perform the duty of Estate Office. Shri Avijit Kundu, Technical Officer shall cooperate for the time being Shri Ashadur Rahaman for proper handholding of E-procurement process.

Shri Kallol Modak, Senior Technical Assistant, in addition of his existing duties in Computer Science and Engineering shall extend support activities to the FIC, Media Cell.

Shri Utpal Chakraborty, Technical Assistant Grade II, in addition of his existing duties in Director's Secretariat shall extend support activities to the FIC, Media Cell.

Shri Priyatosh Dey, MTS in addition of his existing duties in Central Store shall extend support activities to the FIC, Training Cell.

 6/5/21

(Debi Prasad Mishra)
Director

Copy forwarded for information and necessary action to:

1. All concerned
2. Personal File of all concerned
3. All faculty and staff (through official email)
4. FIC, ICC
5. Director's Sectt.

 6/5/21

(Subir Basak)
Sr. Administrative Officer

National Institute of Technical Teachers' Training & Research, Kolkata

(Ministry of Education, Government of India)

Block-FC, Sector-III, Salt Lake, Kolkata-700 106

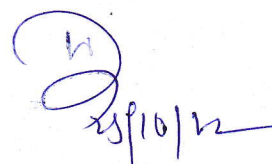
Ref. No. NITTTR-K/E/5-3/2022-23/ 820

Date: 25/10/2022

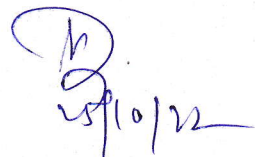
Office Order No. 194 of 2022-23

In supersession of previous Office Order(s) in this regard, following job distribution of members of faculty/officer are made for 2 (two) years or until further order with effect from 4th November 2022:

Responsibility	Designation	Name	Scope of Work
Academic Affairs	FIC	Dr. Urmila Kar Dr. Rayapati Subbarao Co-FIC (PG Cell)	<p>Training Cell: Shall be responsible for the day to day functioning and overall superintendence of any kind of training programmes, liaison work with DTE and other VCs/Principal/Officials, Training Need Analysis, scheduling of training programmes, managing of extension Centres. Curriculum development and revision, workshop, conferences, seminar, symposium etc. will also be supervised. Any other activities related to Training Cell for smooth running of the Cell.</p> <p>Academic and Industry Interaction Cell: Shall be responsible to promote and augment academic-industry- institute interaction for mutual benefits, consultancy & research projects, training of industry people, Memorandum of Understanding and others.</p> <p>Post Graduate Cell: Shall be responsible for all the activities with reference to Post Graduate Programmes, QIP Scheme, Scholarship, Time Table & Classroom Management of PG courses, liaison work with AICTE, AISHE related work, UGC, affiliating university, MAKAUT, West Bengal and any other activities related to PG programmes for smooth running of Post Graduate Cell.</p> <p>Training & Placement Cell (Student): Shall be responsible for all the activities with reference to training and placement of students, arrangement for interns, student trainees</p>
Andaman & Nicobar Island, Bihar, Jharkhand, West Bengal and Odisha	State Coordinators	Dr. Rajeev Chatterjee	The State Coordinator(s) will look after the liaison work with the polytechnics of the state(s) so that NITTTR, Kolkata becomes preferred destination for them for In-House Training Programme and any kind of workshop etc. aimed at development of technical education system. The State Coordinators will have to work under guidance of FIC, Academic Affairs.
Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura		Dr. Urmila Kar	
Uttarakhand and Uttar Pradesh, Chhattisgarh, Chandigarh, New Delhi		Dr. Habiba Hussain	
Andhra Pradesh, Tamil Nadu, Karnataka, Kerala, Telengana		Dr. Rayapati Subbarao	

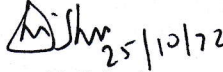


Responsibility	Designation	Name	Scope of Work
Civil Engineering	HoD	Dr. Sailendra Nath Mandal	The Head of the Department will look after the day to day functioning of the Department, supervision of all subordinate staff, allocation of work to them and monitoring their work for smooth functioning.
Computer Science & Engineering	HoD	Dr. Ranjan Dasgupta	
Education and Management	HoD	Dr. Sukanta Kumar Naskar	
Electrical Engineering	HoD	Dr. Subrata Chattopadhyay	
Mechanical Engineering	HoD	Dr. Subrata Mondal	
Estate Office	Estate Officer	Dr. Dipankar Bose	Shall be responsible to allot staff quarter of employees, surrender and eviction thereof, if any. in allocation of residential. EO shall also be responsible for allotment of commercial space to the individuals including allotment, rent fixation, lease agreements, revenue realization, handing/taking over of the premises, litigations etc. EO shall also be responsible for issuance of Gate Pass, engagement and maintenance of Campus Security, etc.
Institute Works Section (IWS)	FIC	Dr. Arpan Kumar Mondal	Shall be responsible for new major construction, maintenance and monitoring, power supply, maintenance of all kind of institutional installations (except department specific equipment) such as Air Conditioners, Lift, Water Purifier, Generator Sets, Electrical Wiring, Light & Fans, WBSEDCL related matter etc, Water supply and sewage disposal, Sanitation, Furniture repairs, Roads, masonry, carpentry, plumbing, hygienic and sanitation, horticulture, garbage management, Asset Register, works like obtaining / renewal of fire safety license, liaison with local bodies / municipality for allied works etc.
Accounts	FIC	Dr. Sagarika Pal	Shall be responsible for smooth functioning for carrying out the day to day activities of the Accounts Section / Office / Centre, supervision of all subordinate staff, allocation of work to them and monitoring their work for smooth functioning.
Media Cell	FIC	Dr. Indrajit Saha	Shall be responsible for arrangement of wide publication of various ongoing institutional activities in the media (print, electronic, Facebook, Twitter, YouTube Instagram), maintenance of Institute web page (inter and intra), webserver, Online Complain Management, Leave Management, Inventory Management System, Manpower Management System, File Tracking System, STTP Feedback and Material System and other applications, CCTV, Biometric attendance, Google Suite Admin, Telephone, EPABX, Sound System.
Institute Computer Centre	FIC	Dr. Rajeev Chatterjee FIC and Nodal Officer Dr. Indrajit Saha Co-FIC	Shall be responsible for the activities relating to DNS, Firewall, ISE, Antivirus, Network Security, LDAP & Other servers, NKN, Wi-Fi, Hardware & Projector Maintenance, UPS, Computer, Printer, Copier (Xerox machine), Storage, HPC.
Central Store and Purchase	OIC	Mr. Ashadur Rahaman	Shall be responsible for locating, purchasing and maintaining an inventory of parts and supplies used by the facilities in the daily maintenance. Will also look after the enlistment of supplier, rate contract, E-procurement and other related things for smooth functioning of this Section.


 25/10/22


Responsibility	Designation	Name	Scope of Work
Grievance Cell	Grievance Officer	Dr. Sailendra Nath Mandal	Grievance Officer will look after the grievance(s) of the employees of the Institute and will redress the same for maintaining a cordial relationship among all members of NITTTTR family.
SC/ST/OBC Cell	Liaison Officer	Dr. Sailendra Nath Mandal	Liaison Officer will look after the welfare of the SC/ST/OBC members and to ensure due compliance of various orders and instructions pertaining to SC/ST/OBC categories of the Institute as per terms of instruction of Ministry of Education.
Learning Resource Centre	FIC	Dr. Chandan Chakraborty	Faculty-in-Charge will look after the smooth functioning for carrying out the day to day activities of the concerned Section/Office/Centre.
Library	FIC	Dr. Habiba Hussain	
Community Development & Rural Technology and PWD	FIC	Mrs. Sheela Yadav Rai	
Disaster Management	FIC	Mrs. Sheela Yadav Rai	
Mandana Mishra Hostel Rishi Vasilyalay Hostel	Hostel Warden	Dr. Kinsuk Giri	Hostel Warden will look after the smooth functioning for carrying out the day to day activities of the concerned Hostels, maintenance of various rooms and other facilities and registers.
Gurudev Rabindranath Hostel Swami Vivekananda Boys Hostel Gargi Hostel, Ladies' Hostel	Hostel Warden		
Students' Alumni Cell	Coordinator		

All above nominated faculty members /officers will be reporting to the Director, NITTTTR, Kolkata. Furthermore, all outgoing faculty members/officers are hereby directed to complete the handing over the charges of all department (s) /section (s) /centre (s) to the designated faculty members/officers within 3rd November 2022 under provision of 286 of GFR 2017 who will assume charges on 4th November 2022. The above nominated faculty members/ officers are also requested to suggest proactively requisite measures for the betterment of the concerned section apart from the above stated responsibilities. It shall be placed on record, the services rendered by the outgoing in-charges of various department(s) / section(s) / centre(s) are well appreciated.


 (Debi Prasad Mishra)
 Director

Copy for information and necessary action to:

1. All faculty members and Officers: **with the request to handover/take over the charge as per the enclosed format and a copy of the same may be sent to the Administration for further action in the matter within 3rd November 2022.**
2. Personal File of all concerned faculty members
3. The FIC, Accounts: with the request to discontinue honorarium for Hostel Wardenship of Dr. Sailendra Nath Mandal and Dr. Rayapati Subba Rao with effect from 3rd November 2022. **Honorarium @ ₹3000/- (Rupees three thousand) only per month to Dr. Kinsuk Giri, designated Hostel Warden with effect from 4th November 2022 may be sanctioned.**
4. Director's Secretariat


 (Subir Basak)
 Senior Administrative Officer

Transfer of Charge (Rule: 286 of General Financial Rules 2017)

Rule 286

(1) Transfer of Charge.

A report of transfer of a Government servant duly made in Form GFR 16 and signed both by the relieved and relieving Government servants, shall be sent on the same day to the Head of the Department or other Controlling Officers concerned except in the following types of cases in respect of which report of transfer of charge need not be signed both by the relieving and relieved Government servants simultaneously and may be sent independently:-

- (i) Where a Gazetted Government servant assumes charge of a newly created or vacant post or relinquishes charge of a post which has been abolished.
- (ii) Where a Gazetted government servant vacates a post for a short period and no formal appointment or officiating arrangement is made in his place.
- (iii) Where due to administrative exigencies a government servant is required to move to another post relinquishing his post against local arrangement.

Rule 286

(2) In cases in which the transfer of charge involves assumption of responsibility for cash, stores, etc., the following instructions should be observed :-

- (i) The Cash Book or imprest account should be closed on the date of transfer and a note recorded in it over the signatures of both the relieved and the relieving Government servants, showing the cash and imprest balances and the number of unused cheques/receipt books, if any, made over and received by them respectively.
- (ii) The relieving Government servant should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice to the incoming officer.
- (iii) In the case of any sudden casualty occurring or any emergent necessity arising for a Government servant to relinquish his charge, the next senior officer of the department present shall take charge. When the person who takes charge is not a Gazetted Government servant, he must at once report the circumstances to his nearest departmental superior and obtain orders as to the cash in hand, if any.

Rule 286

(3) The additional procedure to be followed by an Audit Officer or Accounts Officer, etc., in making over charge of his functions in connection with the Charitable Endowments and other Trust Accounts is laid down in Appendix – 8.

Note:

Officials on their transfer from one Section or Office to another cannot just leave the Section or Office and join in the new Section or new office of posting. They are required to first properly hand over the pending receipts, all registers and files in their custody or under their charge besides preparing a list of important and time bound papers/matters so that the records remain in proper custody at all times and no important and time bound case remains unattended or delayed.

Following procedure is required to be observed when an official is transferred to or out of a Section: -

i. The official transferred out of the Section/Cell or from an Office will prepare three lists, consisting respectively of:-

- a) all undealt receipts remaining with him. The undealt receipts will be tallied with the entries in the assistant's diary.**
- b) Registers and records and Assistant's diary maintained by him; and**
- c) All files including guard files in his custody.**

In addition to this, he will also separately prepare a list of receipts/files/matters of urgent nature, court cases, if any and other important matters, which need to be attended to without delay by his successor;

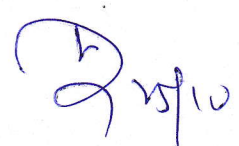
ii. In case, at the time of his transfer his replacement/successor has been posted and has joined, he will hand over the undealt receipts/all registers and records including assistant's diary and files according to the three lists prepared as at above under proper signatures of the relieved and relieving official. A copy of each of the three lists will be retained by both the officials and the third copy will be handed over to the Section officer or Senior most Assistant supervising the work;

iii. Where an official is transferred out without his replacement/successor having been posted, the official transferred out shall, before leaving for his new posting, prepare the three lists of receipts, registers and files as at above and hand over the same together with the receipts/files/registers to the Section Officer or Senior Assistant supervising his work. He will also prepare another list indicating the receipts of urgent nature, court cases, and other important matters needing attention without delay and hand over the same to the supervisory Officer supervising his work, so that he assigns such receipts/matters to some other dealing hand as an interim measure. As and when the replacement/successor joins, he shall take over the undealt receipts, files and registers by signing.

iv. Where an official posted in a Section or an office is not able to take over the charge because of his predecessor being on leave etc. at the time of his joining, the official shall prepare lists of pending receipts, registers (including assistant's diary) and current files, including guard files and hand over a copy of all these lists to the Section's supervisor pointing out the important pending receipts left unattended so that the Section's supervisor may initiate measures for their immediate disposal and if necessary inform the Branch Officer of the position. As and when the official posted out rejoins duty in the Office, he should be asked by the supervisor of the Section to verify the entries in the lists and sign the lists.

It is the personal responsibility of the official transferred to or from the Section/Office to prepare the lists in the above manner and to hand over the same to the Supervisor of the Section/office personally. A copy of these lists is to be attached with the joining/departure reports by the supervisor while forwarding the joining departure reports to the next superior/higher authority without which the joining/departure reports will not be deemed to be complete.

The Section-in-Charge supervising the work of the Official concerned will bring to the notice of the Head of the Department in writing both any deviation from this procedure as well as details of important papers and cases left unattended or likely to remain unattended and ensure issue of orders for their prompt disposal. Any lapse in this behalf is the personal responsibility of the supervisor of the Section.



National Institute of Technical Teachers' Training & Research, Kolkata
(Under the Ministry of Education, Government of India)

FORM GFR 16
[see Rule 286 (1)]

Certified that I/We have in the forenoon / afternoon of this day respectively made over and received charge of the Office..... in pursuance of Office Order No..... dated issued under Ref. No.

Enclosure:

- a) All undealt receipts remaining with him, if any. The undealt receipts will be tallied with the entries in the assistant's diary.
- b) Registers and records and Assistant's diary maintained by him; and
- c) All files including guard files in his custody.

Received Officer	Relieving Officer
Signature	Signature
(Name in Block Letters)	(Name in Block Letters)
Designation.....	Designation.....
Station	Station
Date	Date

(For use in Administration)

Noted in Handing Over/Taking Over Register at page

Section Officer Grade II/Assistant Section Officer

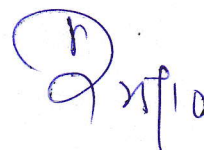
Forwarded

Senior Administrative Officer

Director

Copy to:

- 1. Received Officer
- 2. Relieving Officer
- 3. Director's Secretariat



8/10-1

National Institute of Technical Teachers' Training & Research, Kolkata

(Ministry of Education, Government of India)

Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Ref. No. NITTTR-K/E/5-3/2022-23/1311

Date: 10/01/2023

Office Order No. 305 of 2022-23

16

In partial modification of Office Order 194 of 2022-23 dated 25th October 2022 issued under Ref. No. NITTTR-K/E/5-3/2022-23/820, following modification/changes in allocation of job responsibilities of members of faculty/officer are made as under:

Responsibility	Designation	Name	Scope of Work
Academic Affairs	FIC	Dr. Urmila Kar Dr. Rayapati Subba Rao Co-FIC (PG Cell)	Training Cell: Shall be responsible for the day to day functioning and overall superintendence of any kind of training programmes, liaison work with DTE and other VCs/Principals/Officials, Training Need Analysis, scheduling of training programmes, managing of extension Centres, Curriculum development and revision, workshop, conferences, seminar, symposium etc. will also be supervised. Any other activities related to Training Cell for smooth running of the Cell.
			Academic and Industry Interaction Cell: Shall be responsible to promote and augment academic-industry-institute interaction for mutual benefits, consultancy & research projects, training of industry people, Memorandum of Understanding and others.
			Post Graduate Cell: Shall be responsible for all the activities with reference to Post Graduate Programmes, QIP Scheme, Scholarship, Time Table & Classroom Management of PG courses, liaison work with AICTE, AISHE related work, UGC, affiliating university, MAKAUT, West Bengal and any other activities related to PG programmes for smooth running of Post Graduate Cell.
			Training & Placement Cell (Student): Shall be responsible for all the activities with reference to training and placement of students, arrangement for interns, student trainees
Andaman & Nicobar Island, Bihar, Jharkhand, West Bengal and Odisha	State Coordinator	Dr. Rajeev Chatterjee	The State Coordinator(s) will look after the liaison work with the polytechnics of the state(s) so that NITTTR, Kolkata becomes preferred destination for them for In-House Training Programme and any kind of workshop etc. aimed at development of technical education system. The State Coordinators will have to work under the guidance of FIC, Academic Affairs.
Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura		Dr. Urmila Kar	
Uttarakhand and Uttar Pradesh, Chhattisgarh, Chandigarh, New Delhi	State Coordinator	Dr. Habiba Hussain	
Andhra Pradesh, Tamil Nadu, Karnataka, Kerala, Telengana		Dr. Rayapati Subbaao	

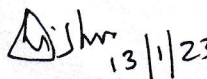
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Responsibility	Designation	Name	Scope of Work
Civil Engineering	HoD	Dr. Sailendra Nath Mandal	The Head of the Department will look after the day to day functioning of the Department, supervision of all subordinate staff, allocation of work to them and monitoring their work for smooth functioning.
Computer Science & Engineering	HoD	Dr. Ranjan Dasgupta	
Education and Management	HoD	Dr. Sukanta Kumar Naskar	
Electrical Engineering	HoD	Dr. Subrata Chattopadhyay	
Mechanical Engineering	HoD	Dr. Subrata Mondal	
Estate Office	Estate Officer	Dr. Dipankar Bose	Shall be responsible to allot staff quarter of employees, surrender and eviction thereof, if any. in allocation of residential. EO shall also be responsible for allotment of commercial space to the individuals including allotment, rent fixation, lease agreements, revenue realization, handing/taking over of the premises, litigations etc. EO shall also be responsible for issuance of Gate Pass, engagement and maintenance of Campus Security, etc.
Institute Works Section (IWS)	FIC	Dr. Arpan Kumar Mondal	Shall be responsible for new major construction, maintenance and monitoring, power supply, maintenance of all kind of institutional installations (except department specific equipment) such as Air Conditioners, Lift, Water Purifier, Generator Sets, Electrical Wiring, Light & Fans, WBSEDCL related matter etc., Water supply and sewage disposal, Sanitation, Furniture repairs, Roads, masonry, carpentry, plumbing, hygienic and sanitation, horticulture, garbage management, Asset Register, Telephone, EPABX, Sound System, works like obtaining / renewal of fire safety licence, liaison with local bodies/municipality for allied works etc.
Accounts	FIC	Dr. Sagarika Pal	Shall be responsible for smooth functioning for carrying out the day to day activities of the concerned Section / Office / Centre, supervision of all subordinate staff, allocation of work to them and monitoring their work for smooth functioning.
Media Cell	FIC	Dr. Indrajit Saha	Shall be responsible for arrangement of wide publication of various ongoing institutional activities in the media (print, electronic, Facebook, Twitter, YouTube Instagram), maintenance of Institute web page (inter and intra) and webserver., Online Complain Management, Leave Management, Inventory Management System, Manpower Management System, File Tracking System, STTP Feedback and Material System and other applications, CCTV, Biometric attendance, Google Suite Admin.
Institute Computer Centre	FIC	Dr. Rajeev Chatterjee	Shall be responsible for the activities relating to DNS, Firewall, ISE, Antivirus, Network Security, LDAP & Other servers, NKN, Wi-Fi, Hardware & Projector Maintenance, UPS, Computer, Printer.
Central Store and Purchase	OIC	Mr. Ashadur Rahaman	Shall be responsible for locating, purchasing and maintaining an inventory of parts and supplies used by the facilities in the daily maintenance. Will also look after the enlistment of supplier, rate contract, E-procurement and other related things for smooth functioning of this Section.

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13/11/23

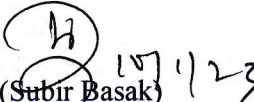
Responsibility	Designation	Name	Scope of Work
Grievance Cell	Grievance Officer	Dr. Sailendra Nath Mandal	Grievance Officer will look after the grievance(s) of the employees of the Institute and will redress the same for maintaining a cordial relationship among all members of NITTTTR family.
SC/ST/OBC Cell	Liaison Officer	Dr. Sailendra Nath Mandal	Liaison Officer will look after the welfare of the SC/ST/OBC members and to ensure due compliance of various orders and instructions pertaining to SC/ST/OBC categories of the Institute as per terms of instruction of Ministry of Education.
Learning Resource Centre	FIC	Dr. Chandan Chakraborty	Faculty-in-Charge will look after the smooth functioning for carrying out the day to day activities of the concerned Section/Office/Centre.
Library	FIC	Dr. Habiba Hussain	
Community Development & Rural Technology and PWD	FIC	Mrs. Sheela Yadav Rai	
Disaster Management	FIC	Mrs. Sheela Yadav Rai	
Mandana Mishra Hostel Rishi Vasilyalay Hostel	Hostel Warden	Dr. Kinsuk Giri	Hostel Warden will look after the smooth functioning for carrying out the day to day activities of the concerned Hostels, maintenance of various rooms and other faculties and registers.
Gurudev Rabindranath Hostel	Hostel Warden		
Swami Vivekananda Boys Hostel Gargi Hostel, Ladies' Hostel			
Students' Alumni Cell	Coordinator	Dr. Sukanta Kumar Naskar	Coordinator will look after Alumni Connectivity and Engagement, brand enhancement, financial resource generation, publishing periodicals and event management and others.

Other terms and conditions of the Office Order No. 194 of 2022-23 dated 25th October 2022 issued under Ref. No. NITTTTR-K/E/5-3/2022-23/820 shall remain unaltered until further order.


 (Debi Prasad Mishra)
 Director

Copy for information and necessary action to:

1. All faculty members and officers
2. FIC, Accounts
3. Director's Secretariat


 (Subir Basak)
 Senior Administrative Officer

National Institute of Technical Teachers' Training & Research, Kolkata

(Under the Ministry of Human Resource Development, Government of India)

Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Ref. No. NITTTR-K/E/5-3/2022-23/1355

Date: 1st February 2023

OFFICE ORDER NO. 318 OF 2022-23

In supersession of all previous Office Order(s) in this regard, with immediate effect and until further order, the following employees are hereby transferred as under:

S. No.	Name and Designation	Posted from	Posted to	Reporting Officer
1.	Shri Avijit Kundu Technical Officer	Training Cell	Academic Affairs Section	FIC, Academic Affairs Section
2.	Shri Ramanuj Dutta Roy Section Officer Grade II	PG Cell		
3.	Shri Gobardhan Mandal Assistant Section Officer	Accounts Section		
4.	Shri Ashadur Rahaman Technical Officer	Electrical Engineering + CSP	Central Store and Purchase	Director
5.	Shri Dipak Gupta Assistant Section Officer	Accounts Section	Administration	Sr. Ad.O
6.	Shri Nitai Kumar Sarkar Technical Assistant Grade II	IWS + Electrical Engineering	IWS	FIC, IWS
7.	Shri Sumit Roy Chowdhury Senior Technician	IWS + Electrical Engineering	Electrical Engineering	Head, EE
8.	Shri Bapi Sadhukhan Senior Technician	Administration	Director's Secretariat	Director
9.	Shri Ashoke Paul Junior Secretariat Assistant	IWS	Hostels	Hostel Warden
10.	Shri Bishu Das MTS	CSE	CE	Head, CE
11.	Shri Uttam Kumar Dutta MTS	IFL	ME	Head, ME
12.	Shri Tapas Kumar Jana MTS	CE	CSE	Head, CSE
13.	Shri Sanjit Kumar Datta MTS	EE	CE	Head, CE
14.	Shri Khokan Mondal MTS	CE	IFL	FIC, IFL
15.	Shri Nontu Hazra MTS	E&M	EE	Head, EE
16.	Shri Swapan Majumder MTS	CSE	Central Store and Purchase	OIC, CSP
17.	Shri Dulal Chandra Naskar MTS	ICVB Office	IWS	FIC, IWS

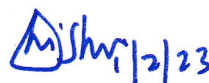
Smt. Dipali Pramanick, Senior Secretariat Assistant will take over the charge of Cashier from Shri Gobardhan Mandal, Assistant Section Officer in addition to her present assignment w.e.f. **14th April 2023**. Smt. Dipali Pramanick, Senior Secretariat Assistant shall be entitled to cash handling allowances as per rule from time to time and as such the cash allowance given to Shri Gobardhan Mandal, Assistant Section Officer stands withdrawn with effect from **14th April 2023**.

Concerned HOD, FIC, Officer-in-Charge and Section-in-Charges shall ensure that the employees transferred are released on time and enable to report to Department (s) / Section(s) transferred to.

The Heads/FICs/OICs are advised to make charter of duties of the respective employee(s) posted under their control and leave substitute thereof and copy of the same along with handing over / taking over note may be sent to Administration for record with 7 (seven) days of the issue of this Office Order.

Further, as defined in Rule 286 of GFR 2017, the officials transferred out of the Section/Cell or from an Office will prepare three lists, if applicable, consisting respectively of:-

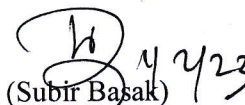
- a) all undealt receipts remaining with him, if any. The undealt receipts will be tallied with the entries in the assistant's diary.
- b) Registers and records maintained by him; and
- c) All files including guard files in his custody.



(Debi Prasad Mishra)
Director

Copy forwarded for information and necessary action to:

1. Shri Avijit Kundu, Technical Officer
2. Shri Ashadur Rahaman, Technical Officer
3. Shri Ramanuj Dutta Roy, Section Officer Grade-II
4. Shri Gobardhan Mandal, Assistant Section Officer
5. Shri Dipak Gupta, Assistant Section Officer
6. Shri Ashoke Paul, Junior Secretariat Assistant
7. Shri Nitai Kumar Sarkar, Technical Assistant Grade-II
8. Shri Sumit Roy Chowdhury, Senior Technician
9. Shri Bishu Das, MTS
10. Shri Uttam Kumar Dutta, MTS
11. Shri Tapas Kumar Jana, MTS
12. Shri Sanjit Kumar Datta, MTS
13. Shri Khokan Mondal, MTS
14. Shri Nontu Hazra, MTS
15. Shri Swapan Majumder, MTS
16. Shri Bapi Sadhukhan, Senior Technician
17. Shri Dulal Chandra Naskar, MTS
18. Smt. Dipali Pramanick, Senior Secretariat Assistant
19. Personal File of all concerned
20. All Head/FIC/OIC/SIC/Hostel Warden
20. The FIC, Accounts
21. The FIC, Media Cell
22. All faculty and staff (through official email)
23. Director's Secretariat



(Subir Basak)
Sr. Administrative Officer