

# त्रिपुरा विश्वविद्यालय TRIPURA UNIVERSITY

(केन्द्रीय विश्वविद्यालय / A Central University)

सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala

त्रिपुरा(प.) / Tripura (W.), पिन / PIN – 799022, भारत / INDIA



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ई-मेल / E-Mail: [registrar@tripurauniv.ac.in](mailto:registrar@tripurauniv.ac.in)

वेबसाइट / Website : [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)

## CERTIFICATE

6.1.2 - The effective leadership is reflected in various institutional practices such as decentralization and participative management

The relevant and supporting documents for the above mentioned criteria are attached in annexures.

  
27/9/23  
Registrar

(Dr. Deepak Sharma)  
Registrar  
Tripura University



त्रिपुरा विश्वविद्यालय/ TRIPURA UNIVERSITY  
(केन्द्रीय विश्वविद्यालय/ A Central University)  
सूर्यमणिलगर / Suryamaninagar, त्रिपुरा/ Tripura- 799022

F.NO.TU/REG/WA/01/2014

Date: 01/05/2024

Work Allotment

For the smooth functioning of the work of the Registrar's Branch reallocation of duties of staff has been made as under:

Section	Works allocated	Name & Designation	File be routed through	
Establishment Section (Teaching)	Maintenance of updated seniority lists of teaching staff, appointment of Deans/HoDs according to provisions of Statutes, maintenance of service books, Personal files and APAR of Teaching staff and dealing with leave related matters, matters of promotion (CAS of teaching) and any work as assigned by the Registrar/Vice Chancellor	1.Smt. Lilypar Krangkawl, Laboratory Assistant (Professor)	Sri Rajesh Debbarma, Assistant	Dr. Ashok Sinha, Assistant Registrar (i/c)
		2. Shri Benu Urang, M.T.S (Professor)		
		3. Smt. Maumita Deb, Statistical Assistant (Asso. Prof)		
		4. Shri Benu Urang, M.T.S (Associate Professor)		
		5. Ms. Pinki Debbarma, UDC (Assistant Professor)		
		6 .Sri Nitai Deb, Out-sourced staff (Assistant Professor)		
	LTC claims/ leave encashment on availing LTC/HTC, matter related to medical referral, TA/DA adjustment (for teaching and non-teaching staff) and any work as assigned by the Registrar	Sri Manas Kumar Pal, UDC (Teaching & Non-teaching)	Sri Rajesh Debbarma, Assistant	Dr. Ashok Sinha, Assistant Registrar (i/c)
	Retirements, settlements pensionary benefits, counting of past service for pension purposes and any work as assigned by the Registrar/Vice Chancellor	Smt. Pinki Debbarma, UDC (Teaching & Non-teaching)	Sri KhagendraReang Sr. Technical Assistant	Dr. Muneendra Mishra, Assistant Registrar (i/c)
	Maintenance of update seniority list of Officers (Group-			

	A), maintenance of service books, Personal files and APAR of Officers and dealing with leave related matters of Officers etc.			
Establishment Section (Non-teaching)	Maintenance of updated seniority lists of non-teaching staff, maintenance of service books, Personal files and APAR of non-teaching staff and dealing with leave related matters of non-teaching staffs (Group-B & C), placement of staff, space management, matters of promotion (DPC/MACPS) of non-teaching staff (Group-B & C), Dealing with DRW/MRW/Casual/Contractual and Outsourced staff, Canteen Committee related matters and any work as assigned by the Registrar/Vice Chancellor	1. Sri Manas Kumar Pal, UDC 2. Sri Raju Ghosh Banik MTS 3.Sri Soumitra Das, Library Atnd.	Sri KhagendraReang, Sr. Technical Assistant	Dr. Muneendra Mishra, Assistant Registrar (i/c)
	Online Leave Management System and any work as assigned by the Registrar/Vice Chancellor	1.Sri Suman Das, Sr. Tech. Asstt. 2.Sri Arindam Choudhury, LDC	Sri Surajit Sarkar, Security Officer	Registrar
	Appointment of Guest faculty, Visiting Faculty/Teacher salary bill of Guest faculty, Visiting Faculty/Teacher processing etc. Misc. Works and any work as assigned by the Registrar/Vice Chancellor	1.Smt. Maumita Deb, Statistical Assistant 2.Smt. Sreyashi Sinha, DRW(Gr-C)	Dr.Ashok Sinha, Assistant Registrar (i/c)	Registrar
	Complaints /Disciplinary matters/Suspensions and any work as assigned by the Registrar/Vice Chancellor	Sri Ranadhir Bhattacharjee MTS [PA (i/c) to Registrar]		Registrar
	Appointment of Nodal Officer & Maintenance of file centrally and any work as assigned by the Registrar/Vice Chancellor	1.Smt. Maumita Deb, Statistical Assistant 2.Smt. Sreyashi Sinha, DRW	Dr. Muneendra Mishra, Assistant Registrar (i/c)	Registrar
	Issue of ID cards and any work as assigned by the Registrar/Vice Chancellor	Sri Sukhamoy Roy MTS	Sri Surajit Sarkar, Security Officer	Registrar
	Maintenance of Attendance Register of Non-Teaching staff and Absentee statement of Non-teaching staff		Dr. Muneendra Mishra, Assistant Registrar (i/c)	Registrar
Establishment Section (Teaching)	College Teachers' service related matters	Smt. Sreyashi Sinha, DRW(Gr-C)		Registrar
Reservation Cell	Maintenance of reservation rosters (Teaching & Non-teaching) and any work as assigned by the Registrar/Vice Chancellor	1.Sri Khagendra Reang, Sr. Technical Assistant 2.Smt. Maumita Deb, Statistical Assistant 3.Sri Raju Ghosh Banik, MTS	Dr.Muneendra Mishra, Assistant Registrar (i/c)	Registrar

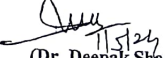
Recruitment Section	All direct recruitment of Teaching & Non-teaching (Group-A, B & C) and any work as assigned by the Registrar/Vice Chancellor	1.Sri Suman Das, Sr. Tech. Asstt. 2Sri Arindam Choudhury, LDC		Registrar
Administration Section	General administration, Central receipt and dispatch of dak, maintenance stock-register and any work as assigned by the Registrar/Vice Chancellor	1.Sri Pinak Parial , DRW (Gr-C) 2.Smt. Dipa Debnath , DRW (Gr-C) 3.Sri Ratan Kar, DRW (Gr-D) 4.Sri Tara Miah, DRW (Gr-D)	Dr. Muneendra Mishra, Assistant Registrar (i/c)	Registrar
	Sanitation, house-keeping, horticulture, Security and any work as assigned by the Registrar/Vice Chancellor	Sri Subrata Nandi, Security Inspector	Dr. Muneendra Mishra, Asstt Registrar (i/c)	Registrar
	Guest House, Health Centre, University Auditorium and any work as assigned by the Registrar/Vice Chancellor		Dr. Muneendra Mishra, Asstt Registrar (i/c)	Registrar
	Providing and maintenance of official vehicles and any work as assigned by the Registrar/Vice Chancellor		Sri Subrata Nandi, Security Inspector	Registrar
	PRO Office (Advertisement), Press release and any work as assigned by the Registrar/Vice Chancellor		Sri Om Prakash Jha, Junior Translation Officer will also works as PRO	Registrar
	Right to Information, monitoring and any work as assigned by the Registrar/Vice Chancellor	1. Shri Rajesh Debarma, Assistant  2. Shri Uttam Biswas DRW (Gr-C)	Miss Ruma Das, Assistant Professor, Deptt. Of LAW, ACPIO	Dr. B.M. Pandey CPIO
	Auditorium booking and auditorium related works	Sri Uttam Biswas, DRW (Gr-C)	Dr.Muneendra Mishra	
Hindi Cell	Implementation of official language and any work as assigned by the Registrar/Vice Chancellor	Sri Om Prakash Jha, Junior Translation Officer Smt. Sudha Yadav, Hindi Typist	Dr. Muneendra Mishra Assistant Director(OL)	Registrar
(i) Academic Council, EC, Court, Dean's Committee etc. Section	Preparation of agenda, recording of minutes of various Authorities and other Meetings and maintenance of records thereof, follow up action etc., convocation related works including Act, Statute, Ordinance, Dean's Committee and any work as assigned by the Registrar/Vice Chancellor	Sri Arindam Choudhury, LDC	Dr. Ashok Sinha, Assistant Registrar (i/c)	Registrar
(ii)	College Development Council, NEP implementation and other work assigned by the Registrar	Sri Arindam Choudhury, LDC		Registrar

Property/ Estates Section	Maintenance of seniority for the purpose of allotment of official accommodation, allotment of staff quarters and any work as assigned by the Registrar/Vice Chancellor	Sri NewinMog, Assistant Manager	Executive Engineer	Registrar
Legal section	Court cases filed against university and any work as assigned by the Registrar/Vice Chancellor	Sri Arindam Choudhury, LDC	Sri Surajit Sarkar, Security Officer,	Registrar
Statistical Section	Maintenance of statistics of entire university, IQAC, NAAC documents, seminars/workshops/conference, NIRF, AICTE, AISHE, NCTE, MoUs, Preparation of Annual Report and provide required data as and when required and maintenance of all project related files any work as assigned by the Registrar/Vice Chancellor	Smt. Maumita Deb, Statistical Assistant	Sri Jayanta Datta Statistical Officer	Registrar
Registrar's Section	Maintenance Registrar's diary, Entertaining visitors, tracking important papers/files, coordination with Vice Chancellor's office and any work as assigned by the Registrar	Smt. SudhaYadav, Hindi Typist		Registrar
	Entertaining visitors, tracking important papers/files, typing of letters/documents in Hindi and any other assignment given by the Registrar	Smt. SudhaYadav, Hindi Typist		Registrar
Website Section	Uploading of information/Notices etc. in the University website, Data compilation, All India survey on Higher Education, Uploading of data in MHRD/UGC portal and any work as assigned by the Registrar/Vice Chancellor	Sri Suman Das, Sr. Technical Assistant	Dr.Muneendra Mishra, Assistant Registrar (i/c)	Registrar
MHRD/UGC section	MHRD, UGC, Parliamentary question and correspondence and any work as assigned by the Registrar/Vice Chancellor	1. Smt. Maumita Deb, Statistical Assistant, 2. Sri Ranadhir Bhattacharjee, MTS 3. Smt. Sreyashi Sinha, DRW(Gr-C)		Dr. K. S. Suman, OSD(Administration)
GeM	GeM related works and any work as assigned by the Registrar/Vice Chancellor	1. Sri JayantaDatta, Statistical Officer 2. Sri Om Prakash Jha, Junior Translation Officer 3. Sri NewinMog, Assistant Manager	DDO	Dy. Finance Officer / Registrar
Registrar's Office	Misc. assignments given by the Registrar	Smt. Shreyashi Sinha, DRW (Gr-C)		Registrar
Registrar's Office	Misc. duties as assigned by the Registrar/Joint Registrar	1. Sri UttamDebbarma, MTS 2. Sri Rajkumar Sarkar, DRW (Gr-D)		Registrar
Establishment Section	Misc. Duties in Establishment Section (Non-Teaching) and any work as assigned by the Registrar	1.Sri Subhash Das CLTS 2.Sri Sankar Debnath, DRW (Gr-D)		Dr.Muneendra Mishra, Assistant Registrar (i/c)

Registrar's Branch (Academic Matters)	Dealing with all type of Scholarships, Stipends of the Students, Maintenance of Portal, and Students related others work and any work as assigned by the Registrar, Tripura University.	1.Smt. Aditi Chakraborty, Sr. Technical Assistant 2.Sri Sukhamoy Roy, MTS,	Sri Surajit Sarkar, Asstt. Registrar (I/C)
Registrar's Branch (CDC Office matters)	<ol style="list-style-type: none"> <li>1. File related to all affiliated colleges and CDC meeting related file, issue of equivalent certificate, Discipline Committee, any responsibilities/assignment given by the author.</li> <li>2. Preparation of college visit for inspection, looking after official website and email sent to CDC, file related to all affiliated colleges and CDC meeting related file, issue of equivalent certificate, any responsibilities/assignment given by the author.</li> <li>3. Misc. Duties in CDC Office</li> </ol>	<ol style="list-style-type: none"> <li>1. Smt. Dipa Acharjee ,LDC</li> <li>2. Shri Nirmal Bhowmik, Lab Attendant.</li> <li>3. Smt. Soma Saha, DRW(Gr-C)</li> <li>4. Sri Nepal Sarkar , DRW(Gr-D)</li> </ol>	Registrar

This shall come into effect immediately and will continue until further order.

Copy to:  
All concerned for information.

  
 (Dr. Deepak Sharma)  
 Registrar