

ORDERSImphal, the 12th November, 2023

In supersession of all previous Orders issued earlier in this regard, the following Officers/Employees are hereby allocated with the office work as indicated against their names with immediate effect and until further orders:

A: WORK ALLOCATION OF THE OFFICERS:

Sl. No.	Name of the Officer	Work Allocated
1	P. Shantikumar Singh, MCS Additional Director	<ol style="list-style-type: none"> 1. Academic & U.G.C. matters 2. Policy & Planning 3. Government Aided Colleges including conversion matters 4. NEP, 2020 5. Accreditation and Assessment 6. Recruitment 7. Nodal Officer of Hon'ble CM Office, Governor's Address 8. Annual Administrative Report 9. Government Universities including MU & DMU 10. DDO 11. I-Card of employees 12. Teacher Education including ITEP 13. Attendance & Supervision
2	Th. Samson Meetei, MFS (Financial Advisor)	<ol style="list-style-type: none"> 1. Audit and Audit Objections, Public Accounts Committee 2. Medical Re-imburement & TA & DA, G.P.F. matter of the Gazetted and Non-Gazetted, Leave Encashment.
3	Huidrom Sofia Devi, MCS (Sr. Administrative Officer)	<ol style="list-style-type: none"> 1. Establishment/Service matters of Gazetted & Non-Gazetted Employees including Leave, Recruitment, Placement/ /Promotion, Transfer/Posting & Retirement 2. A.C.R. of Gazetted and Non-Gazetted employees 3. SPIO/R.T.I. matters
4	Ronal Naorem, MFS (Sr. Finance Officer)	<ol style="list-style-type: none"> 1. RUSA 2. Bills and Vetting 3. Integrated Finance Division 4. Preparation of Budget (Re & BE) 5. Preparation of Expenditure statement, any other matters related to finance & Vetting of sanction proposals 6. Procurement of Furniture 7. Departmental or Ministry Projects such as MOBC /UGC /NEC/NLCPR/ RUSA etc. 8. Maintenance of Vehicles Including fuels 9. Office Stationery & Equipments 10. Infrastructure Development of Government/Aided Colleges, & the Directorate of University & Hr. Education 11. Rent for Electricity, Telephone, Land & Building
5	S. Nandakumar Singh, OSD	<ol style="list-style-type: none"> 1. MGEL/MIS/CPIS. 2. Statistics including development of employees data 3. Student Amenities 4. Planning, Budgeting & Salary 5. Authentication of Certificates/Testimonials 6. Land Assets & Liabilities of the Directorate of University & Higher Education 7. Examinations of the students
6	Th. Roben Singh, OSD	<ol style="list-style-type: none"> 1. Scholarships (NEC, State Merit, Ishan Uday & other Scholarships) 2. CM's Civil Services Scholarship 3. Seminars and Workshops

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		<ol style="list-style-type: none"> 4. Arrangement of State & National Functions 5. Private Colleges /Universities/Institutions 6. Identity Certificate (Indian Passport)
7	Th. Premchand Singh, OSD	<ol style="list-style-type: none"> 1. Opening of new Institutions/Programmes/Courses 2. Career, Guidance & Training 3. Empanelment of Institutions 4. Nodal Officer of Students Studying Outside the State 5. NCC/NSS/IRC/Other clubs 6. NOC 7. Nodal Officer (Pension)
8	Dr. N. Ajith Singh, OSD	<ol style="list-style-type: none"> 1. Accreditation & Assessment, NAAC 2. NEP, 2020 3. Online Learning/MOODLE 4. Departmental Website, E-Office and Office Automation 5. Information Technology including procurement of IT equipments 6. ASHE, NIRF 7. College Journal And College Statistics 8. Collaborations and MoUs 9. Faculty Development Programme 10. MGEL/MIS/CPIS 11. Director's Message for Publications/Magazines 12. I-Card of Employees 13. Teacher Education including ITEP
9	Dr. H. Jibonkumar, OSD	<ol style="list-style-type: none"> 1. Procurement & Distribution of Library Books 2. Procurement & Distribution of Lab. Equipments 3. Inspection and Supervision of Colleges 4. Admission of students 5. Students Union Election
10	L. Ibotombi Singh Legal Officer	<ol style="list-style-type: none"> 1. All Legal Matters 2. Legal awareness Programme 3. Computerization of Court Cases 4. Nodal Officer, Legal Matters 5. Assistance to the SPIO in RTI matters

B. WORK ALLOCATION OF GROUP 'C' AND 'D' EMPLOYEES:

Sl. No.	Name of the Officer	Work Allotted
1	O. Shyam Singh, UDC	<ol style="list-style-type: none"> 1. Academic & U.G.C. matters 2. Establishment matters of Gazetted employees including Promotion and ACR 3. Government Aided Colleges including conversion matters 4. Governor's Address 5. Annual Administrative Report 6. Teacher Education including ITEP
2	Ch. Bishorjit Singh, UDC	<ol style="list-style-type: none"> 1. Cashier 2. GPF 3. Leave Encashment 4. Medical Reimbursement, LTC, TA and DA 5. Income Tax related matters 6. Matter related to Audit
3	M. Raghunath Singh, LDC	<ol style="list-style-type: none"> 1. Establishment matters of Gazetted employees including Recruitment, Transfer & Posting 2. Government Universities including MU & DMU 3. RTI matters

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		4. NEP, 2020
4	A. Akeshwor Sharma, LDC	<ol style="list-style-type: none"> 1. Establishment matters of Non-Gazetted employees including Recruitment, Transfer and Posting 2. Infrastructure Development of Government/Aided Colleges, & the Directorate of University & Hr. Education 3. Pension 4. Attendance
5	Y. Surjit Singh, Computer Operator	<ol style="list-style-type: none"> 1. Scholarships (NEC, State Merit & other Scholarships) 1. CM's Civil Services Scholarship 2. IT Matters including Departmental website and e-office 5. Arrangement of State & National Functions 3. Assistant to Legal Officer
6	M. Doren Singh, LDC	<ol style="list-style-type: none"> 1. Career & Guidance. 2. Empanelment of Institutions 3. Training of Employees/ Students 4. NCC/NSS/IRC/Other clubs 5. NOC 6. Opening of new Institutions/Programmes/Courses 7. Inspection and Supervision of Government Colleges 8. Procurement of Laboratory Equipments
7	Y. Shivachandra Singh, LDC	<ol style="list-style-type: none"> 1. Bills and Financial Vetting 2. Integrated Finance Division 3. Preparation of Budget (Re & BE) 4. Reconciliation of A.G. Figure 5. Audit and Audit Objections, Public Accounts Committee 6. Preparation of Expenditure statement, any other matters related to finance & Vetting of sanction proposals 7. Departmental or Ministry Projects such as MOBC /UGC /NEC/NLCPR/ RUSA etc. 8. Maintenance of Vehicles Including fuel 9. Office Stationery & Equipments 10. Rent for Electricity, Telephone, Land & Building
8	O. Sanajoaba Singh, LDC	<ol style="list-style-type: none"> 1. Establishment Matters of Non-Gazetted Employees including Promotion, ACP & ACR 2. Students Amenities 3. Procurement of Furniture 4. Admission & Examination 5. Student Union Election 6. Workshops and Seminars
9	Dr. M. Ibomcha Singh, LDC	<ol style="list-style-type: none"> 1. Study Leave and Maternity Leave Authentication of Certificates/Testimonials 2. Identity Certificate (Indian Passport)
10	N. Bush Singh, LDC	<ol style="list-style-type: none"> 1. Casual Leave, Earned Leave and Station Leaving Permission 2. I-Card of Employees 3. Private Colleges/Universities/Institutions 4. MGEL/MIS/CPIS 5. Procurement of Library Books
11	Khomdram Surjit Singh, LDC	<ol style="list-style-type: none"> 1. Government Aided Colleges 2. Matters of converted Colleges including Final Absorption
12	Thoiba Ningomba, Lab Attendant	<ol style="list-style-type: none"> 1. NAAC 2. Online Learning/MOODLE 3. E-Office and Office Automation 4. Information Technology including procurement of IT equipments 5. ASHE, NIRF 6. College Journal And College Statistics 7. Collaborations and MoUs 8. Faculty Development Programme

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		9. Director's Message for Publications/Magazines
13	Th. Kanonbala Devi, LDC	Receipt and Issue
14	S. Binod Singh, Grade-IV	Receipt and Issue including e-dak
15	Ksh. Devendro Singh, Driver	Receipt and Issue
16	Th. Sovachandra Singh, Driver	Receipt & Issue including e-dak
17	P. Rajen, Driver	Attached to Director
18	H. Token Singh, Driver	Attached to Director
19	S. Dhanswor Singh	Chowkidar, Bill Runner
20	Akam Koireng, Grade-IV	Despatch (Runner)
21	M. Shyama Devi, Grade-IV	Attached to Sr. AO & OSDs
22	P. Basantakumar Singh, Grade-IV	Attached to Additional Director
23	A. Inaoba Singh, Grade-IV	Attached to Director
24	S. Pritam Meetei, Grade-IV	Attached to Sr.FO & General Section

2. The following officers/staff will be the Link/Substitute of the officers/staff given against their names and they will look after the urgent matters of the Link Officers/Staff when they are absent/on leave

Sl. No.	Name of the Officer/Staff	Link Officer/Staff
1	P. Shantikumar Singh, Additional Director	Huidrom Sofia Devi, Sr. AO
2	Th. Premchand Singh, OSD	Dr. H. Jibonkumar, OSD
3	Dr. N. Ajith Singh, OSD	Th. Roben Singh, OSD
4	Ronal Naorem, Sr. Finance Officer	Th. Samson Meetei, FA/S. Nandakumar Singh, OSD
5	M. Doren Singh, LDC	Dr. M. Ibomcha Singh, LDC
6	O. Shyam Singh, UDC	M. Raghunath Singh, LDC
7	Ch. Bishorjit Singh, UDC	Y. Shivachandra Singh, LDC
8	O. Sanajoaba Singh, LDC	A. Akeshwor Sharma, LDC
9	Thoiba Ningomba, Lab Attendant	N. Bush Singh, LDC

3. All files from the Dealing Assistant will be routed through the Officers as per the allocation. However, the file may be referred to any other officer/employee, as required.

4. Parliamentary/Assembly Questions will be handled by the Officer/Dealing Assistant as per their allocations.

5. The officer concerned may sub-allocate the works to the Dealing Assistants concerned for better disposal of works.

6. Further, any officer/employee may be allocated with additional work/assignment as per requirement/exigency from time to time.

(Dr. Rangitabali Waikhom)
Director of University & Higher Education
Government of Manipur

Copy to:

1. PS to Hon'ble Minister (Education), Manipur
2. PS to the Commissioner (Hr. & Tech. Edn.), Government of Manipur
3. All Officers/staff concerned **for compliance**
4. Guard File