

GOVERNMENT OF MANIPUR
OFFICE OF THE DIRECTOR OF UNIV. & HR. EDUCATION

ORDERS

Imphal, the 16th October, 2024

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 Allocation
1	P. Shantikumar Singh, MCS Additional Director	<ol style="list-style-type: none"> 1. Policy & Planning 2. New Schemes & Initiatives 3. Academic & U.G.C. Matters 4. NEP, 2020 5. Government Universities including MU & DMU 6. Government Aided Colleges including conversion matters 7. Nodal Officer of Hon'ble CM Office, Governor's Address 8. Annual Administrative Report 9. RUSA/PM-USHA 10. DDO, HOO 11. I-Card of employees 12. Attendance & Supervision
2	Th. Samson Meetei, MFS Financial Advisor	<ol style="list-style-type: none"> 1. Audit and Audit Objections, Public Accounts Committee 2. Overall planning and monitoring of financial matters 3. Preparation of Budget 4. Rent for Electricity, Telephone, Land & Building 5. Maintenance of Vehicles Including fuels
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. R.T.I. matters 3. ACRs of Gazetted and Non-Gazetted employees
4	Gonmei Bosco Singamlung, MFS Sr. Finance Officer	<ol style="list-style-type: none"> 1. RUSA/PM-USHA 2. Bills and Vetting 3. Integrated Finance Division 4. Preparation of Budget 5. Preparation of Expenditure statement, any other matters related to finance & Vetting of sanction proposals 6. Medical Re-imbursement & TA & DA, G.P.F. matter of the Gazetted and Non-Gazetted, Leave Encashment. 7. Departmental/Ministry Projects such as MOBC /UGC /NEC/NLCPR 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 12. Procurement of IT equipments, Furniture, Laboratory, Sports Equipments and Library Books 13. Other Financial Matters
5	A. Ramasanker Sharma, Joint Director (utilization)	<ol style="list-style-type: none"> 1. Accreditation and Assessment 2. Teacher Education including ITEP 3. Authentication of Certificates/Testimonials 4. Student Amenities 5. Private Colleges and Universities 6. College Journal and College Statistics 7. Examination of the students 8. Student Union Election

		<ol style="list-style-type: none"> 9. Director's Message for Publications/Magazines 10. Faculty Development Programme/Minor Research Projects
6	S. Nandakumar Singh, OSD	<ol style="list-style-type: none"> 1. MGEL/MIS/CPIS. 2. Statistics including development of employees data 3. Planning, Budgeting & Salary 4. Land Assets & Liabilities of the Directorate of University & Higher Education
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. Online Learning/MOODLE 3. Information Technology, Departmental Website, E-Office and Office Automation 4. ASHE, NIRF 5. Collaborations and MoUs 6. MGEL/MIS/CPIS 7. I-Card of Employees 8. Scholarship including CM's Civil Services Scholarship
9	Dr. H. Jibonkumar, OSD	<ol style="list-style-type: none"> 1. Procurement & Distribution of Library Books 2. Procurement & Distribution of Lab. Equipments 3. Procurement & Distribution of Furniture 4. Distribution of other procured items 5. Inspection and Supervision of Colleges 6. Seminars and Workshops 7. State and National Functions
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 7. Private Colleges & Universities 8. Opening of new Institutions/Programmes/Courses
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 4. NEP, 2020 5. College Journal and College Statistics
4	A. Akeshwor Sharma, LDC	<ol style="list-style-type: none"> 1. Establishment matters of Non-Gazetted employees including Recruitment, Transfer and Posting 2. Pension 3. Attendance
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. Inspection and Supervision of Government Colleges 7. Collaborations and MoUs
7	Y. Shivachandra Singh, LDC	<ol style="list-style-type: none"> 1. Bills and Financial Vetting 2. Integrated Finance Division 3. Preparation of Budget 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 11. Infrastructure Development of Government/Aided Colleges, & the Directorate of University & Hr. 12. Other Financial Matters
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. Admission & Examination 4. Student Union Election 5. Workshops and Seminars 6. Faculty Development Programme
9	Dr. M. Ibomcha Singh, LDC	<ol style="list-style-type: none"> 1. Authentication of Certificates/Testimonials 2. Identity Certificate (Indian Passport) & Visa 3. All Leave matters including, Study Leave, Maternity Leave, Casual Leave, Earned Leave and Station Leaving Permission.
10	Th. Arunkumar Singh, DEO	<ol style="list-style-type: none"> 1. E-dak (receipt, digitization & despatch) 2. Compilation of ATR 3. I-Card of Employees
11	Khomdram Surjit Singh, LDC	<ol style="list-style-type: none"> 1. Conversion of Aided Colleges & matters of newly converted Government Colleges 2. Attached to Additional Director
12	Jiten Salam, LDC	<ol style="list-style-type: none"> 1. Online Learning/MOODLE 2. E-Office and Office Automation 3. Scholarships (NEC, State Merit & other Scholarships)

		4. Information Technology including procurement of IT equipments 5. Procurement of Furniture, Science & Sports Equipments and Library Books. 6. AISHE, NIRF 7. I-Card of Employees
13	Th. Kanonbala Devi, LDC	Receipt and Issue
14	S. Binod Singh, Grade-IV	Despatch Runner
15	Ksh. Devendro Singh, Driver	Receipt and Issue
16	P. Rajen, Driver	Attached to Director
17	H. Token Singh, Driver	Attached to Director
18	S. Dhanswor Singh	Chowkidar, Bill Runner
19	M. Shyama Devi, Grade-IV	Attached to Sr. AO & OSDs
20	P. Basantakumar Singh, Grade-IV	Attached to Additional Director
21	A. Inaoba Singh, Grade-IV	Attached to Director
22	S. Pritam Meetei, Grade-IV	Attached to Sr.FO & Finance 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	A. Ramasanker Sharma, JD (utilized)	P. Shantikumar Singh, Additional Director
3	Th. Premchand Singh, OSD	S. Nandakumar, OSD
4	Dr. N. Ajith Singh, OSD	Dr. H. Jibonkumar, OSD
5	Gonmei Bosco Singamlung, SFO	Th. Samson Meetei, FA
6	M. Doren Singh, LDC	Dr. M. Ibomcha Singh, LDC
7	O. Shyam Singh, UDC	M. Raghunath Singh, LDC
8	Ch. Bishorjit Singh, UDC	Y. Shivachandra Singh, LDC
9	O. Sanajoaba Singh, LDC	A. Akeshwor Sharma, LDC
10	Th. Arunkumar Singh, DEO	Jiten Salam, 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.

Digitally signed by

Rangitabali Waikhom

(Dr. Rangitabali Waikhom) Date: 16-10-2024 13:29:39

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