

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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237 4803

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ई-मेल / E-Mail: registrar@tripurauniv.in
वेबसाइट / Website : www.tripurauniv.in

No. F.TU/REG/OFFICER (Placement)/01/2014

Dated, the 5th March, 2020

OFFICE ORDER

In supersession of earlier order, it is hereby notified for information of all concerned that allotment of duties amongst the Officers of the Registrar's Branch shall be as given below to route their files through the Registrar.

Name of the Officer	Assignment
Shri M. M. Reang, Joint Registrar (Admn-II)	i. Service matters of regular Teaching staff (Professor, Associate Professor & Assistant Professor) including fixation of Pay, Increments, Leave, LTC, HTC, Appointment of HOD/Deans of Faculties, CAS Promotion. ii. Service matters of regular Group-A officer/staff iii. Reservation, Nodal Officer for ST/SC/PWD/EWS. iv. All India survey of Higher Education and Institutions. v. Land matters of University. vi. Legal matter related to Teaching & Non-Teaching staff. vii. Pension & other Retirement benefits related to Teaching & Non-Teaching staff. viii. Promotion, MACPS etc. related to Non-Teaching staff.
Dr. Abhijit Choudhury, Assistant Registrar (Admn-V)	i. Service matters of regular Non-Teaching staff (Gr.- B & C) including fixation of Pay, Increments, Leave, LTC, HTC. ii. Matter relating to contractual Faculty members iii. Matter relating to MRW, Contractual Officers/Staff. iv. Matter relating to hiring of outsource personnel. v. UGC, MHRD Correspondence, EC, Court & AC matters and other duties as may be assigned by VC/Registrar.

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

Signature
(Dr. K. B. Jamatia)
REGISTRAR (I/C)

Copy to:

1. The Deputy Finance Officer (I/C), Tripura University.
2. The Dean of Arts & Commerce, Tripura University.
3. The Dean of Science, Tripura University.
4. All Heads/Head In-Charges, Department of, Tripura University.
5. All Officers of the University.....
6. All Section/Branch's, Tripura University.
7. P. S. To Hon'ble Vice- Chancellor, Tripura University.

त्रिपुरा विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

सूर्यमणनगर-799022, त्रिपुरा, भारत

TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar-799022, Tripura, India



Phone: 0381 237 9003

E-mail: registrar@tripurauniv.in

No.F.TU/REG/OFFICER (Placement)/01/2014

Date: 24th June, 2020

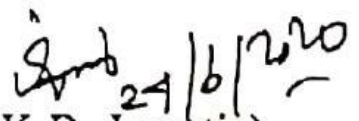
OFFICE ORDER

In partial modification of earlier order/s issued in this regard, allocation of duties amongst the Officers (Assistant Registrar) in the Registrar's Branch shall be as given below. They are requested to route their files through the Registrar.

Name of the Officer	Assignment
Dr. Abhijit Choudhury, Assistant Registrar -V (Admin.)	ACPIO (RTI Matters), PRO(i/c), University Act, Statutes, Ordinance/Regulations, UGC/ MHRD correspondence matters, Tri-partite MoU, Parliamentary Questions, meeting of Statutory Bodies (other than Finance Committee), Quarter Allotment matters, Placement of Staff, Recruitment of Teachers including CAS promotion, Recruitment of Non-teaching Staff (A, B & C) service matters of regular Non-teaching Staff (Group-B & C) including Fixation of Pay, Increments, Leave, LTC, HTC, Committee matters (other than statutory bodies) and such other duties as may be assigned by Registrar /Vice-Chancellor from time to time.
Shri Muneendra Mishra, Assistant Registrar-i/c (Establishment Section)	Rajbhasha, University Annual Report (Hindi Version), Vehicle, University Website (Hindi Version), matter relating to MRW, Contractual Officers/Staff, matter relating to hiring of Outsorce Personnel, matter relating to Contractual Teaching matters, Women's Study Centre, Centre for Gandhian Studies, CSSEIP, NSS Unit, BCRU, B.Voc Courses, Health Centre, Village Adoption, Abhijan Schemes, Receipt & Despatch, Space Management, Teaching & Non-teaching staff grievances, Community Radio, University Auditorium & Canteens and such other duties as may be assigned by Registrar /Vice-Chancellor from time to time.

They are authorized to communicate/sign letters after the approval of draft by Registrar /Vice-Chancellor.

This shall come into effect immediatly and will continue until further order:

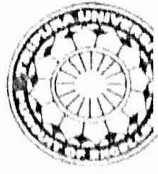

(Dr. K.B. Jamatia)
Registrar (i/c)

To

1. Dr. A. Choudhury, Assistant Registrar, T.U.
2. Shri Muneendra Mishra, Assistant Registrar-i/c (Establishment Section), T.U.

Copy to:

1. The Dean, Faculty of Science/Arts & Commerce, T.U.
2. The Head/Head (i/c), Department of _____, T.U.
3. All Officers _____, T.U.
4. Shri Suman Das, Sr. Technical Assistant, T.U. for uploading the same in T.U. website
5. Establishment Section, T.U.
6. P.S. to the Hon'ble Vice-Chancellor, T.U. for his kind information



No.F.TU/FIN/Audit/54/09(VOL-II)

Date: 05th June, 2020

NOTIFICATION

A committee with the following members has been constituted for conducting **Physical Verification** and **Internal Audit** for the Financial Year 2019-20 for various Academic Department including Sport Board, Central Library, Examination Branch, Central Store, Engineering Cell, Campus in charge Office, Health Centre and Guest House.

1. Sri Pranay Pal, Assistant Registrar(F), T.U - Convener
2. Sri Rupak Chakraborty, LDC, Finance Branch, T.U - Member
3. Sri Debashis Roy Choudhury, LDC, Finance Branch, T.U - Member

All the Heads/Coordinators/Officers in charge are requested to extend all sorts of Cooperation with the committee for smooth discharge of assigned duties of the Committee.

The committee is requested to submit its report to the Deputy Finance Officer(i/c), Tripura University.

This issued with the approval of the competent authority of Tripura University.

To
All Members

N. Reang
05/06/2020
(NIRMAL REANG)
Deputy Registrar
&

Deputy Finance Officer (i/c)

Copy forwarded for information please to:

1. The Registrar, Tripura University.
2. The Controller of Examinations, Tripura University.
3. All HOD/Co-Ordinator/Centre, Tripura University.
4. All PI of the Project, Tripura University.
5. The Librarian, Central Library, Tripura University.
6. All Branch Officers, Tripura University.
7. The Dean, Student Welfare, Tripura University.
8. The Director, Sports Board, Tripura University.
9. The Executive Engineer, Tripura University
10. The Guest House(i/c), Tripura University.
11. P. S. to Hon'ble Vice-Chancellor, Tripura University.



No.F. TU/FIN/Audit/54/09/(Vol-II)

Date: 03/07/2019

NOTIFICATION

In cancellation of earlier notification vide No. F.TU/FIN/Audit/54/09/(Vol-II) dated 21st January, 2019, it is hereby notified for information of all concerned that a new committee with following members has been formed to conduct the Internal Audit for the financial year 2018-19 as the earlier committee not been submitted any report till today.

1. Shri Manish Das, Assistant Professor, Department of MBA, T.U.
2. Shri Rupak Chakraborty, L. D. Clerk, Finance Branch, T.U.
3. Shri Debashis Roy Choudhury, L. D. Clerk, Finance Branch, T.U.
4. Shri Pranay Pal, Assistant Registrar (Finance), T.U., Convener

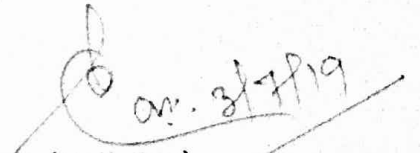
All the Heads/Coordinators/Officers in charge are requested to extend all sorts of cooperation with the committee for smooth discharge of assigned duties of the Committee.

The committee is requested to submit its report to the Finance Officer, Tripura University at the earliest.

This issues with the approval of the Hon'ble Vice-Chancellor, Tripura University.

To
All Members

.....


(U. K. Das)
Finance Officer

Copy forwarded for information please to:

1. The Registrar, Tripura University
2. The Controller of Examinations, Tripura University
3. All Heads/Coordinator of the Department, Tripura University
4. All PI of the Project, Tripura University
5. The Librarian, Central Library, Tripura University
6. All Branch Officers, Tripura University
7. The Asstt. Director, Sports Board, Tripura University
8. P.S to the Hon'ble Vice Chancellor, Tripura University.

(U. K. Das)
Finance Officer

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TRIPURA UNIVERSITY

एक केन्द्रिय विश्वविद्यालय / Central University
सूर्यमामनगर, अगरता / Suryamamnagar, Agartala
केन्द्र, अगरता / Tripura, INDIA.
फोन नं. - 799022



स्थापना / Established: 1981
सं. / No.: 100
सं. / No.: 100
सं. / No.: 100
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library@tripurauniv.ac.in
वेबसाइट / Website: www.tripurauniv.ac.in

No. F.TU/FIN/Audit/54/09(Vol-II)

Date: 12.03.2018

NOTIFICATION

The following committee has been constituted for conducting Internal Audit and Physical Verification.

Internal Audit and Physical Verification Committee

Sl No.	Name of Member	Designation
1	Pranesh Debnath	Assistant Registrar (Audit)
1	B. N. Choudhury	OSD (Finance)
2	Najiram Reang	LDC, Finance Branch

All the Heads/ Coordinators/ Officers in charge are requested to extend all cooperation with the committees for smooth discharge of their assign duties.

The committee is requested to submit their report latest by 31st March, 2018.

This is issued with an approval of Hon'ble Vice-Chancellor, Tripura University.

To
All Members

[U. K. Das]
Finance Officer

Copy forwarded for information and necessary cooperation to:

1. The Registrar, Tripura University.
2. The Controller of Examinations, Tripura University.
3. The Director, Distance Education, Tripura University.
4. All Heads/Coordinator of the Department Tripura University.
5. All PI of the Project Tripura University.
6. The Librarian, Central Library, Tripura University.
7. All Branch Officers, Tripura University.
8. The Asst. Director, Soprts Board, Tripura University.
9. P. S. to the Hon'ble Vice-Chancellor, Tripura University.

[U. K. Das]
Finance Officer

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No.F.TU/FIN/Audit/54/09(Vol-II)

Date: 26.12.2016

NOTIFICATION

The following committee has been constituted for conducting Internal Audit and Physical Verification.

1. Internal Audit.

SI No.	Name	Designation
1	Sri B. N. Choudhury	OSD (Finance)
2	Sri Raju Ghosh Banik	MTS, Finance Branch

2. Physical Verification of all Science Departments & Central Store.

SI No.	Name	Designation
1	Sri Sankar Roy Choudhury	OSD, Project
2	Sri Sandip Roy	Technical Assistant (Cont.)

3. Physical Verification of all Arts & Commerce Departments including Central Library.

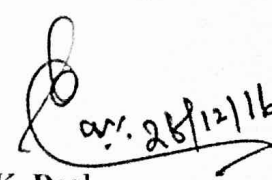
SI No.	Name	Designation
1	Sri Pranay Pal	Asst. Registrar (Finance)
2	Sri Siburoy Choudhury	Contractual Staff

All the Heads/ Coordinators/ Officers in charge are requested to extend all cooperation with the committees for smooth discharge of their assign duties.

The committee is requested to submit their report along with the format enclosed duly filled in by 31st March, 2017.

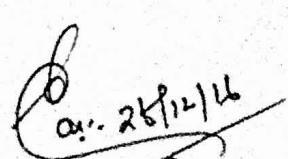
This is issued with an approval of Hon, ble Vice-Chancellor, Tripura University.

To
All Members


[U. K. Das]
Finance Officer (i/c)

Copy to:

1. The Registrar, Tripura University.
2. The Controller of Examinations, Tripura University.
3. The Director, Distance Education, Tripura University.
4. All Heads/ Coordinator/ PI of the project _____, Tripura University.
5. The Librarian, Central Library, Tripura University.
6. Sr. System Analyst, Computer Centre, Tripura University.
7. The Executive Engineer, Engineering Cell, Tripura University.
8. The Asst. Director Sports In-charge, Tripura University.
9. The Store Officer in-charge, Central Store, Tripura University.
10. P. S. to the Hon,ble Vice-Chancellor, Tripura University.


[U. K. Das]
Finance Officer (i/c)

TRIPURA UNIVERSITY

(A Central University) Agartala,
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uk_dfo@rediffmail.com
website : www.tripurauniv.in

Dated: 01/07/2016

No. F. TU/FIN/Audit/54/09(Vol-II)

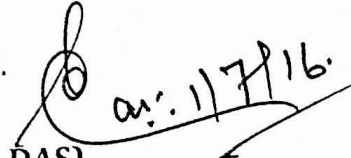
NOTIFICATION

A committee has been constituted with the following members to conduct Internal Audit of Tripura University for the financial year 2015-16:

- | | | |
|--|------|----------|
| 1. Sri B.N. Choudhury, OSD (Finance), Tripura University | ---- | Convener |
| 2. Sri Raju Ghosh Banik, Audit Assistant, Tripura University | ---- | Member |

All Head of the Department/Office are requested to extend all sorts of Co-operation to the Committee.

The Committee is requested to submit its report within 31.07.2016.


(U.K. DAS)
Finance Officer (I/C)

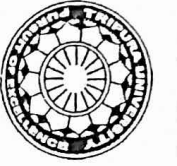
To
All Members

Copy to:

1. The Registrar, Tripura University.
2. The Controller of Examinations, Tripura University.
3. The Director, Distance Education, Tripura University.
4. All Heads /Coordinator /In charge/PI of the project _____, Tripura University.
5. The Librarian, In-charge of Central Library, Tripura University.
6. The Guest House (I/c), Tripura University.
7. The Assistant Director (Sports), Tripura University.
8. Sr. Systems Analyst, Computer Centre, Tripura University.
9. The Executive Engineer, Engineering Cell, Tripura University.
10. The Hostel Super, PG Gents Hall/Women's' Hostel, Tripura University.
11. Medical Officer, Tripura University Health Centre.
12. The Store Officer I/c, Tripura University.
13. P.S. to the Vice-Chancellor, Tripura University.

(U.K. DAS)
Finance Officer (I/C)

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

Date:/12/18

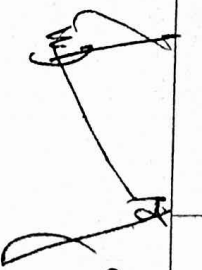
WORK ALLOTMENT

For the smooth functioning of the office work of the Registrar Branch/Establish Section reallocation of duties of staff has been made as under.

Sl No	Works Allocated	Name & Designation	File be routed as per Sl. No. indicated against each name for placing it to Registrar	Registrar
01.	(i) Service matters of Professor & Associate Professor. (ii) Contractual Teachers and Formation of different committees (iii) Appointment of HODs/Deans.	1. Sri Khagendra Reang, Sr. Technical Assistant(CT) 2. Sri Sukhomoy Roy(MTS)	M M Reang, JT.Registrar	Registrar
02	(i) Space Management (ii) Quarter Allotment matter (iii) Placement of Staffs. (iv) All non -teaching Group-D, MRW & Contractual staffs matter.	3. Sri Sibn Kumar Das (UDC) 4. Sri Sukanta Kumar Das (Out Source)	Sri K. Datta, Officer on Contract	Registrar
03	(i) File Women's Studies/Centre for Gandhian Studies/CSSEIP/ NSS UNIT/ BCRUB. Voc./ Health Centre/ Village Adoption (iv) All Out source matter. (Security guard Sweeping staff), (vi) Service matter of all Group -B,	5. Sri Raju Ghosh Banik(MTS) 6. Sri Dehabrata Biswas (Out Source)	Sri K. Datta, Officer on Contract.	M M Reang, JT.Registrar (vi)

09.12.18


	(ii) To assist in various matters Majumder Office (Outsourced) in pension matters.		Officer on Cont. (ii)	
05.	(i) Legal matters (ii) Appointment of Advocate/ Bill payment	1. Sri Khagendra Reang, Sr. Technical Assistant(CT) 2. Sri Sukhomoy Roy(MTS)	1. Sri P Dasgupta Officer on Contract 2. Law Officer	Sri M.M.Reang, Joint Registrar
06.	(ii) Service matter of Assistant Professor	9. Sukanta Choudhury, MRW 10. Sri Nitai Deb (Out Source)	Sri Subhash Ch. Nath (OS, Contractual)	Sri M.M.Reang, Joint Registrar
07.	(i) To assist Sri S.C.Das, Assistant Registrar (ii) To assist Nodal Officer of Tripartite MOU Between TU, (iii) Land Matters.	11. Sri Rakesh Shil (Laboratory Assistant)	Sri S.C.Das, Assistant Registrar	
08	To act as PA to the Registrar	12. Sri Arindam Chowdhury (LDC)	Sri S. Deb Roy Registrar	
09	(i) E.C/ Court/ A.C/ D.C meeting (iii) MHRD & UGC matters	13. Sri Ranadhir Bhattacharjee (MTS)	Dr. Abhijit Choudhury, Assistant Registrar	Sri M.M. Reang, Joint Registrar (iii)
10.	(i) To assist Joint Registrar (ii) Reservation matters (iii) Data compilation.	14. Sri Diptendu Debbarna Library Attendant.	Sri M.M.Reang Joint Registrar	Registrar
11.	(i) All media and publication in local and national dailies related works.	15. Sri Ashim Purkayastha(MTS)	Sri Manas Pal PR Consultant	Registrar


 20.10.16

12	(i) Uploading of information/Notices etc in the University website (ii) Reservation matters (iii) All India survey on Higher Education.	16. Sri Suman Das Technical Assistant	Sri M.M.Reang Joint Registrar	Registrar
13	Receipt & Dispatch	17. Sri Bimal Ghosh (MTS) 18. Smt. Dipika Debnath (MTS) 19. Sri Tammo Das, Lib. Attd. 20. Sri PinakParial (MRW) 21. Sri RatanKar (MRW)	Sri S.C.Das, Assistant Registrar	Registrar
14.	Recruitment of Teachers	13. Sri Ranadhir Bhattacharjee (MTS)	Dr. A. Choudhury, Asstt Registrar.	Registrar
15.	Recruitment of Non-Teaching	1. Sri Khagendra Reang, Sr. Technical Assistant (ICT) 3. Sri Sibum Kumar Das (UDC) 14. Sri Diptendu Debarma Library Attendant.	Sri S.C.Das, Assistant Registrar	Registrar

NB:1. In addition to the above works, any other work may also be assigned by Registrar / Joint Registrar/ Assistant Registrar as and when required.

2. Fixation related works, past service counting and pension matter of teachers should be routed through Sri Sri P Dasgupta Officer on Contract.


(S. Debroj)
Registrar (i/c)
20.12.18.