

**ICAR- NATIONAL RESEARCH CENTRE ON PIG
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
RANI, GUWAHATI-781131, ASSAM**

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Date: 19.05.2021

Office Order

In supersession of all the earlier orders, the revised assignment of duties amongst the dealing assistant attached to Administration/Finance & Accounts Section/DDO section will be as detail below with immediate effect.

SL.No.	Name of the Official	Duties Assigned
1.	Mrs. Jonali Nath, UDC	GPF/NPS, Income Tax, GSLIS, Remittance, Writing Cash Book, Posting of Vouchers and other duties as and when assigned by Asstt. Finance & Accounts Officer and Drawing & Disbursing Officer.
2.	Miss Hiramoni Thakuria, Jr. Stenographer	Engagement of Staff under External Funded Projects & payment of their Salary/wages. Assisting Training Cell I/C, TSP Cell, SCSP Cell, HRD section in typing and Data Management Work. Maintained files and records of Library, typing and stenography works of Institute Newsletter, Annual Report of the Institute, Books, technical bulletin etc as and when assigned by the Scientists/Officers.
3.	Shri. Ratul Baishya, Lower Division Clerk	Duties of Store Keeper, All Purchases, AMC Contract, T.A Bills, Job Contract, Security Services, Garden, Telephone, POL, Electricity, Vehicle Insurance & Services etc. and other duties as and when assigned.
4.	Shri. Kailash Choudhury, Sr. Technician	Duties of Dispatch Section, Salary, Medical Bills, Works, Livestock, Animal Feed, Printing, Contingency, Imprest, Quarter Allotment File and other duties as and when assigned.
5.	Shri. Naren Chandra Deka, Skilled Supporting Staff.	Attached to Accounts section and perform the duties as assigned by Asstt. Finance & Accounts Officer and Drawing & Disbursing Officer.

Dealing Assistants shall handover the concerned files, registers etc amongst them as per the assignment of duties and details of the same should be provided to the undersigned within 15 days from the date of issue of this order.

Dealing Assistants shall be the custodian of the files/registers as per the work assigned above. They shall properly handle & maintain the files/registers and properly track the movement of the files/registers under their custody.

This issues with the approval of C.A.



(Uttam Prakash)

Asstt. Administrative Officer

Copy to:

1. The Director, ICAR-NRC on Pig, Guwahati for kind information.
2. The AFAO, ICAR-NRC on Pig, Guwahati.
3. The DDO, ICAR-NRC on Pig, Guwahati.
4. The I/C Library/ I/C Training Cell/ I/C TSP Cell/ I/C SCSP Cell/ I/C HRD Section of ICAR-NRC on Pig, Guwahati.
5. All the Scientists/Officers, ICAR-NRC on Pig, Guwahati.
6. All the Concern Dealing Assistant, ICAR-NRC on Pig, Guwahati.
7. Institute Website.
8. Notice Board.
9. Guard File.