



भा.कृ.अनु.प- राष्ट्रीय सुकर अनुसन्धान केन्द्र
ICAR- NATIONAL RESEARCH CENTRE ON PIG
RANI, GUWAHATI-781131(ASSAM)



File No. 119/NRCP/2021-22 / I- 1169 -viii

Date:04.12.2024

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 detailed below with immediate effect.

Sl. No.	Name of the Official	Duties assigned
1.	Ms. Hiramoni Thakuria, Personal Assistant.	Attached in AICRP PC unit and to perform all duties as assigned by Nodal officer AICRP PC Unit. KVK related matters. Typing and Stenography related works.
2.	Mrs. Kabyawati Rabha, Personal Assistant.	Monitor the duties of Receipt and Dispatch Section. Typing and stenography related works.
3.	Shri. Kundan Kumar, Assistant.	All matters of Purchase section. To assist Nodal officer GeM and CPP portal. Payment of Bills of Job contract services, Security Services, Garden maintenance and Engagement of contractual workers under external funded projects. Purchase of Livestock, Animal Feed and related procurement's, Printing services etc.
4.	Ms. Priya Bala, Assistant.	Personal Files & Service Book. APARS/ACRS and other service and recruitment related matters of regular employees. To assist Nodal officer eHRMS, eoffice and SPARROW. Payment of Medical Bills, LTC Bills.
5.	Mrs. Jonali Nath, UDC.	Attached in Finance and Accounts Section and to perform duties as assigned by FAO.
6.	Shri. Ratul Baishya, LDC.	Duties of Store Keeper. All matters related to TSP and SCSP. Payment of Electricity bills, Telephone Bills and other related matters. TA Bills, Contingency Advances and reimbursement, office Imprest and other related matters.
7.	Shri. Kailash Choudhury, Sr. Technician.	Attached in DDO section and to perform duties as assigned by DDO. All matters related to Works/Constructions and allotment of Staff Quarters Other duties of farm section.
8.	Shri. Naren Chandra Deka, Skilled Supporting Staff.	Attached in Finance and Accounts Section and to perform duties as assigned by FAO.


[Signature]
04/12/24

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.

The officials will be assigned additional duties as and when required apart from above mentioned duties.

This issues with the approval of Director, ICAR-NRC on Pig, Guwahati.


10/12/24

(Rupesh Sabharwal)
Administrative Officer

Copy to:

1. The Director, ICAR-NRC on Pig, Guwahati- for kind information
2. The F&AO, ICAR-NRC on Pig, Guwahati.
3. The DDO, ICAR-NRC on Pig, Guwahati.
4. All the Incharges of the sections.
5. All the P.Is and Co-PIs of the Projects.
6. All the Officers, ICAR-NRC on Pig, Guwahati.
7. All the concerned Dealing Assistants, ICAR-NRC on Pig, Guwahati.
- ✓ 8. Institute Website, ICAR-NRC on Pig, Guwahati.
9. Notice Board, ICAR-NRC on Pig, Guwahati.
10. Guard File, ICAR-NRC on Pig, Guwahati.