



**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH  
BHUBANESWAR**

प्रशासन और स्थापना अनुभाग  
**ADMINISTRATION & ESTABLISHMENT SECTION**

NISER/Admin.-38 / T.A.D /OO/2017/ 01

04.04.2017

**OFFICE ORDER** / कार्यालय आदेश

Consequent upon issue of posting and transfer office order No. NISER/DIR/2016-17/70 dated 28.03.2017, the following officials are assigned with the below responsibilities with immediate effect.

Sl. No.	Name of the employee	Responsibilities	Remarks
1.	Mr. Bibhupada Tripathy, AO-III	1. General Administration 2. Maintenance of APARs/QPRs 3. Departmental Confirmation Committee, 4. DPC of S&T staff 5. Housekeeping	<i>In case of any AO-III is on leave/out of station on official duties, other AO-III will be in-charge of his assigned duties in addition to his own duties till the other AO-III resumes duty.</i>
2.	Mr. Ramakant Kar, AO-III	1. RTI 2. Legal 3. CPGRAMS 4. Security 5. Transport, 6. Telephone 7. Public Relation 8. Bio-metric Attendance System	

Mr. Amarendra Kumar Behera, OA (MS) will assist Shri Bibhupada Tripathy, AO-III in addition to his assigned duties and responsibilities as per the above mentioned office order.

Mrs. Smruti Kanungo, OA (MS) will assist Shri Ramakant Kar, AO-III in addition to her assigned duties and responsibilities as per the above mentioned office order.

*Ms. P.*  
REGISTRAR  
04/04/17

**Copy to:**

**Person concerned / Directorate / Registrar's Office / Finance & Accounts Section / Stores & Purchase Section/ Academic Section / Estate & Management Section / Faculty Affairs/ Chairperson All School / All Deans & FIC's / R & D Cell / Library/ Computer Centre.**