

RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER

SL.	NAME OF OFFICER	DESIGNATION	RESPONSIBILITIES
1.	DR. PANKAJ SRIVASTAVA, IFS	DIRECTOR	<ul style="list-style-type: none"> - ADMINISTRATION AND MANAGEMENT OF THE INSTITUTE AS EXECUTIVE HEAD. - MEMBER SECRETARY-BOARD OF GOVERNORS OF IIFM - FIRST APPELLATE AUTHORITY UNDER RTI ACT, 2005
2.	SHRI D P SINGH	CHIEF ADMINISTRATIVE OFFICER	<ul style="list-style-type: none"> - ADMINISTRATIVE SUPPORT FOR ALL THE ACTIVITIES IN THE INSTITUTE, SUPERVISION AND DIRECTION OF ALL ADMINISTRATIVE FUNCTIONS AS HEAD OF OFFICE. - NON-MEMBER SECRETARY - BOARD OF GOVERNORS OF IIFM. - DIRECTOR (PUBLIC GRIEVANCES) - ESTATE OFFICER - CENTRAL PUBLIC INFORMATION OFFICER (CPIO) UNDER RTI ACT, 2005.

RESPONSIBILITIES ASSIGNED TO OTHER OFFICERS

SI	Name and Designation of the Officer	Responsibilities
1	Shri Sugato Mitra	All matters related to Finance as Finance Officer
2	Shri S Nagchandi Asstt. Finance Officer	<ol style="list-style-type: none"> 1. Assistance to FO, in addition to other responsibilities assigned to him by FO/CAO. 2. All matters related to NPS
3	Shri RS Bhadoria, Manager (Maintenance)	<ol style="list-style-type: none"> 1. Civil Construction and Maintenance. 2. Hold charge of land, buildings, and other installations in the Main Campus and Vanika. 3. Allotment of residential accommodation.
4	Shri Kuriakose, E, Manager (AA.)	<ol style="list-style-type: none"> 1. All legal matters of the Institute as OiC Legal Cell 2. PGDFM & PGDSM Curriculum Cells, including examinations and classroom management and all related matters. 3. All matters related to IIFM Society including matters related to Registrar, Firms and Societies
5	Mrs Seema Jain, Manager (Systems)	<ol style="list-style-type: none"> 1. Officer in charge all Centers of Excellence 2. MDP Cell. Officer-in-charge of CRC, MDP Class rooms, (Medhavi, Manthan, Samagam and Faculty Lounge) 3. Officer in Charge – Fieldwork Cell 4. PGDFM & PGDSM Admission related matters

6	Mr V Devadevan Research Associate (IT) & OiC Computer Centre	<ol style="list-style-type: none"> 1. All work related to IT and e-governance 2. Maintenance and Management of all types of Computer and accessories and LCD Projectors. 3. All matters related to ERP & ISO
7	Shri NS Jadon, Library & Information Officer-I & OiC Student Affairs	<p>Library & Information Services, including procurement of books and journals etc.</p> <p>OiC Publication Cell</p> <p>OiC Guest House, MDP Block including Catering and Staff canteen</p>
8	Shri AY Joseph, Sr PS to Director	<ol style="list-style-type: none"> 1. Secretarial assistance to the Director 2. Act as OiC Programme Coordination and Direction including all Excellence Committees etc.
9	Shri NS Nair, Deputy Manager (OiC – Purchase, Security, and Housekeeping)	<ol style="list-style-type: none"> 1. All matters related to Security, Housekeeping. 2. Fire Management as OIC-Security 3. All matters related to Labour Contracts/Liaison with Central Labour Commissioner's Office. 4. All matters related to Purchase as OiC Purchase
10	Shri V Srinivasan, Deputy Manager (Admn.)	<ol style="list-style-type: none"> 1. Board of Governors Meetings / Sub-Committees of the Board. 2. Recruitment for all posts and services, including Project Staff 3. All matters related to PMS, FDEC, Promotion of Faculty 4. Oversee the functioning of AM (Admn) on creation / abolition / upgradations of posts, pay and promotions 5. All matters related to RTI Act as APIO
11	Mrs Shampa Ghosal, Asstt Manager (Maint)	<ol style="list-style-type: none"> 1. All matters related to Electricity & Water Supply in Main Campus and Vanika. 2. All matters related to telecommunication, air conditioners / Cooling system.
12	Shri Anilesh Kumar, Hindi Officer & OiC Public Relations and Media Cell, Student Affairs	<ol style="list-style-type: none"> 1. Official Language, including Translation etc. 2. OiC Public Relations & Media Cell 3. OiC Students Affairs related to Hostel, Mess and SAAC
13	Shri Vikas Chahal, Junior Manager	<ol style="list-style-type: none"> 1. (a) Establishment and Personnel matters other than those assigned to Dy. Manager (Pers.) (b) Personal claims, leave, LTC, leave encashment during LTC 2. Matters related to (a) General Office Management and General Administration (b) Processing of Medical Claims and Group Health Insurance Scheme 3. Central Receipt and Despatch Section & Reception
14	Shri A K Sinha Asstt. Library and Information Officer & OiC Horticulture	<p>Assistance to LIO-I in addition to other responsibilities as assigned by LIO-I / CAO & Horticulture and Campus Development including Vanika</p>
15	Shri B V Deshpande Junior Manager	<ol style="list-style-type: none"> 1. All matters related to Central Stores as OIC Central Stores 2. Record Management as DRO. 3. Transport section related matters.
16	Shri Dilip Bhoyar Junior Manager	<ol style="list-style-type: none"> 1. Research, Consultancy Cell 2. M.Phil / FPM / FRI – DU Cell (Curriculum and Admissions, including examinations and classroom management and all related matters)