

RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER- AS ON 11/10/2017

SL.	Name of the officer	Designation	Responsibilities
1.	DR. TEJINDER SINGH, 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 – AS ON 11/10/2017

Sl	Name and Designation of the Officer	Responsibilities assigned
1	Dr Madhur Raj Jain	All matters related to Finance as Finance Officer
2	Shri S Nagchandi Asstt. Finance Officer	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)	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.)	All legal matters of the Institute PFM/FPM/MRM/PhD(FRIDU) Curriculum Cells and Admissions, including examinations and classroom management and Management of:- 1. Field Work 2. Research Cell 3. Consultancy Cell
5	Mrs Seema Jain, Manager (Systems)	Officer-in-Charge Geo Informatics Cell
6	Mr V Devadevan Research Associate IT	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-II	Library & Information Services, including procurement of books and journals etc.
8	Shri P D Robin Dy. Manager (Pers.)	IIFM Society, Board of Governors Meetings/ Sub Committees of the Board. Recruitment for all posts and services, including Project Staff, Court Cases and Legal matters. All matters related to PMS & FDEC, Promotion of Faculty. Oversee the functioning of AM (Admn) on creation/abolition/up-gradations of posts, pay and promotions
9	Shri AY Joseph, Sr PS to Director	1. Secretarial assistance to the Director 2. Act as OIC Programme Coordination and Direction including all Excellence Committees etc.
10	Shri NS Nair, Asstt. Manager (OiC – Purchase, Security, and Housekeeping)	All matters related to Security, Housekeeping. Fire Management as OIC-Security All matters related to Labour Contracts/Liaison with Central Labour Commissioner's Office. All matters related to Purchase as OiC Purchase

11	Mrs Shampa Ghosal, Asstt Manager (Maint) & OiC Student Affairs, MDP & CRC	<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. 3. MDP Cell. Officer-in-charge of CRC, MDP Class rooms, (Medhavi, Manthan, Samagam and Faculty Lounge) 4. All matters related students hostel, students mess and student affairs
12	Shri Anilesh Kumar, Hindi Officer & OiC – Academic Services	<ol style="list-style-type: none"> 1. Official Language, including Translation etc. 2. Sports Officer for all sports activities related to Officers and staff 3. Guest House, MDP Block including Catering and Staff canteen 4. OiC Publication and Media Relations Cell
13	Shri V Srinivasan, Asstt. Manager (Admn.)	<ol style="list-style-type: none"> 1. (a) Establishment and Personnel matters other than those assigned to Dy. Manager (Personnel Section). (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, other than those assigned to Finance Section. 3. Central Receipt and Despatch Section, and 4. RTI.
14	Shri Kamal Kishore Kudare Asstt. Manager (Horticulture)	Horticulture and Campus Development including Vanika
15	Shri Vikas Chahal, Jr Manager (Central Stores & Transport)	<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 A K Sinha Asstt. Library and Information officer	Assistance to LIO-I in addition to other responsibilities as assigned by LIO-I / CAO
17	Ms Monika Tiwari SI & Placement Officer	All matters related to SI & Placement