


1/197/2023

  
**SAMBALPUR UNIVERSITY**  
 Jyoti Vihar-768019, Dist.-Sambalpur, Odisha  
 (Accredited A Grade by NAAC)

No. 4634 /Estt.-I -1/C/04Date: 10/08/2023**OFFICE ORDER**

The following Officials have been assigned with the duties and responsibility as mentioned against their names in addition to their normal duties and other assignments:

Sl.No	Name of the Employee	Designation	Duties and Responsibility
01	Er. Sudin Kumar Purohit	Junior Engineer (Electrical)	<b>Perform duty of:</b> 1. Supervision of Electrical Maintenance & USIC staff. 2. Maintenance of daily complaint registers. 3. Time to time procurement and execution of work as per the requirement. 4. Maintenance of Stock Book, Issue Register etc. 5. To execute auction of old unserviceable materials. 6. Proper monitoring of all the electrical maintenance work. 7. Report day-to-day activity to OIC, Maintenance. 8. Any other work as assigned by the Competent Authority from time-to-time
02	Sri. Himansu Sekhar Bargai	Technical Assistant, USIC	<b>Perform duty of:</b> Electrical Maintenance in addition to USIC, he has to perform duty based on the complaint received by Junior Engineer (Electrical).
03	Sri.Ghanashyam Meher	Electrical helper	<b>Perform duty of:</b> Electrical maintenance in all department, hostels, buildings etc. based on the complaint received. They have to report Junior Engineer (Electrical).
04	Sri.Sarat Mahattam (Contractual)	Electrical helper	
05	Sri.Biswamitra Pradhan (Contractual)	Electrical helper	<b>Perform the duty of:</b> 1. Switching-off of Streetlight & other associate lights (if any) throughout the campus at morning time. 2. Report to office daily at 10am. 3. Carryout trimming of tree branches come across the street light 4. Replace the faulty street light as and when required. 5. Maintenance of B.P. Auditorium 6. Any other work assigned by J.E.(Electrical) as and when complaint received
06	Outsourcing staff	Electrician	<b>Perform the duty of:</b> 1. Switching-on of Streetlight & other associate lights (if any) throughout the campus at the evening time. 2. Report to office daily at 10am. 3. Carryout trimming of tree branches come across the street light 4. Replace the faulty street light as and when required. 5. Maintenance of B.P. Auditorium 6. Any other work assigned by J.E.(Electrical) as and when complaint received

Registrar Memo No. 4635 /Estt.-IDated 10/08/2023

Copy forwarded for information and necessary action to:

1. Persons concerned.
2. All Heads, P.G Departments/Director, CDC/HRDC/SUIT/ CDOE/ PEC ie-Governance, Nodal Centre /Convenor, USIC/OIC, Electrical/Programme Coordinator, NSS/ Medical Officer, Health Centre/ Manager, University Guest House.
3. Public Information Officer, Sambalpur University.
4. All Officers / Secretary to VC/All Section Officers/Personal Assistants/Type Superintendents.

Registrar 