

Office of the Principal

KALAGURU BISHNU RABHA DEGREE COLLEGE

ESTD - 1990

P.O. - ORANG, DIST. - UDALGURI, B.T.A.D, ASSAM, Pin- 784114

Cell : 03711-240241

AFFILIATED TO GAUHATI UNIVERSITY & RECOGNISED UNDER SECTION 2 (F) & 12 (B) OF UGC ACT, 1956, NEW DELHI

Date : 06/01/22

Ref. No.

Office Order

As per the decisions of the Governing Body meeting held on dated-04-01-2022, the following changes are made on the duties of the Non-Teaching staff for smooth conduct of the administration for consecutive three years with effect from the date of issue of this order.

| Sl. No | Name of the incumbent | Designation | Duty entrusted | With effect from |
|--------|--------------------------|-------------|--|---|
| 1 | MR. BHASKAR KACHARI | UDA | Accounts, Establishment | Jan, 2022 to 31 st Dec, 2022 |
| 2 | MR. NABA KANTA DEKA | UDA | Admission, Examinations | Jan, 2022 to 31 st Dec, 2022 |
| 3 | MR. ELIAS BASUMATARY | Jr. Asstt. | Accounts, Bill, Scholarship | Jan, 2022 to 31 st Dec, 2022 |
| 4 | MR. BINOY MOCHAHARI | Jr. Asstt. | Examinations, Registration | Jan, 2022 to 31 st Dec, 2022 |
| 5 | MR. DIPAK HAJONG | Jr. Asstt. | Distance Education, Admission, Examinations | Jan, 2022 to 31 st Dec, 2022 |
| 6 | MR. HOMESWAR DAS | Jr. Asstt. | Certificate, Official Data maintenance, Examinations | Jan, 2022 to 31 st Dec, 2022 |
| 7 | MR. RAJIB GOUTAM | Jr. Asstt. | Registration, Examinations, Official data maintenance | Jan, 2022 to 31 st Dec, 2022 |
| 8 | MR. BISHNU MAHATOO | Grade IV | Night | Jan, 2022 to 31 st Dec, 2022 |
| 9 | MR. CHANDRA KANTA SARMAH | Grade IV | Department of Political Science & Economics | Jan, 2022 to 31 st Dec, 2022 |
| 10 | MR. JITEN KACHARI | Grade IV | Dept. Of Nepali, Bengali, History | Jan, 2022 to 31 st Dec, 2022 |
| 11 | MR. AJIT BAISHYA | Grade IV | Library | Jan, 2022 to 31 st Dec, 2022 |
| 12 | MR. MWNSAI BASUMATARY | Grade IV | Office of the Vice Principal and Office automation | Jan, 2022 to 31 st Dec, 2022 |
| 13 | MR. PRAFIULLA RABHA | Grade IV | Office of the Principal and Office automation | Jan, 2022 to 31 st Dec, 2022 |
| 14 | MR. PRABIN MAHATOO | Grade IV | Dept. Of English, Computer Lab, Distance Education, Indoor Stadium | Jan, 2022 to 31 st Dec, 2022 |
| 15 | MR. RABEN BASUMATARY | Grade IV | Dept. Of Assamese, Education and Laboratory | Jan, 2022 to 31 st Dec, 2022 |

Copy to:-

1. Office File
2. Person concerned
3. All the Department of the College



(Mr. Utpal Chandra Hajong)
Principal
K.B.R. Degree College
Orang, Udalguri