

## **ESTABLISHMENT SECTION**

### **FUNCTIONS:**

It is one of the major sections of the college. This section complies all letters from Government. It maintains the service books of the employees. It deals with the increment, service verification, pay fixation, personal file of the employees. It deals with all service related matters of the employee. It handles matters related to joining and relief of the employees. It deals with the engagement of Guest Faculties and their payment. It issues all Notices and Office Orders. It looks into the matter of infrastructural development, repair and renovation. It supervises all works related to Accounts Section, Examination Sections, Academic Section and Controller Section.

### **STAFF OF THE SECTION:**

DR. TRIPURARY NARAYAN PRASAD PATI: ADMINISTRATIVE BURSAR

SRI HASISH KUMAR MOHANTY: CLERK