



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ भारत रैंकिंग 05: 2016 और नाक द्वारा 'ए' ग्रेड प्राप्त  
Visitor's Best University Award, 2016, NIRF India Rankings 2016: 05 and accredited with NAAC 'A' grade

No. F. 06-5/V(E)/338

Date: 05/05/2022

**OFFICE ORDER**

A five (05) day in-house training programme is organized by Teaching Learning Centre (TLC), Tezpur University on **Administrative Rules and Office Procedures** for the Non-Teaching staff of the University nominated vide Annexure-I to be held during 10/05/2022 to 14/05/2022 in the afternoon session between 3.00 p.m. to 5.00 p.m. All nominees are to attend the training programme.

An amount of ₹ 1000/- (One thousand) only towards Registration fees for each participant will be borne by the University.

Further, ₹ 26,000/- (Twenty six thousand) only is approved for the expenditure to be incurred in the said training programme.

Issued with due approval.

(Biren Das)  
Registrar

Copy to:

1. Director, Teaching Learning Centre, Tezpur University for information and necessary action.
2. Finance Officer, Tezpur University.
3. Heads of the concerned Department with a request to spare their non-teaching staff for the training programme.
4. Joint Registrar (GA) with a request to co-ordinate.
5. Person Concerned.
6. Secretary to the Vice Chancellor for kind information to the Vice Chancellor.
7. Concerned file

Registrar

### Annexure-I

#### List of employee nominated for In-House Training Programme

Sl No.	Name of the Employee	Group	Designation	Department/Centres/Office (Present Allocation)
1	DEBOJYOTI DUTTA	B	SECTION OFFICER	O/o the Registrar (Establishment Section)
2	DEBA KUMAR BHARALI	B	ASSISTANT REGISTRAR	O/o the Registrar (Establishment Section)
3	MOHAN BHADUR SEWA	B	SECTION OFFICER	O/o the Registrar (Establishment Section)
4	JINU KEOT	B	SECTION OFFICER	O/o the Registrar (Establishment Section)
5	PRANJAL KUMAR BORA	B	SECTION OFFICER	Store & Purchase (Gen. Administration)
6	SAMAR KAKATI	B	SECTION OFFICER	SC/ST Cell, General Administration
7	PARTHA PRATIM CHOUDHURY	B	SECTION OFFICER	O/o the Registrar (Recruitment Cell)
8	PRANATI BORO	B	ASSISTANT	Department of Computer Science & Engineering
9	NABAJYOTI DEKA	B	ASSISTANT	O/o the Finance Officer
10	BIJOY KUMAR MECH	B	ASSISTANT	Department of Mass Communication & Journalism
11	DHIREN KALITA	B	ASSISTANT	Engineering Cell
12	DWIPENDRA CHANDRA DAS	B	ASSISTANT	O/o the Controller of Examinations
13	PRANITA SAIKIA TALUKDAR	B	ASSISTANT	Department of Molecular Biology & Biotechnology
14	ANUPAL KUMAR DAS	B	SECTION OFFICER	O/o the Registrar (Establishment Section)
15	SANTONU SHARMA	B	ASSISTANT	Store & Purchase (Gen. Administration)
16	RAJ KUMAR DAS	B	ASSISTANT	O/o the Dean, R&D
17	PARAMA NANDA CHOUHAN	C	UPPER DIVISION CLERK	Department of Civil Engineering
18	UMESH PATIR	B	ASSISTANT	Department of Physics
19	BHASKAR BHATTARAI	C	UPPER DIVISION CLERK	O/o the Registrar (Establishment Section)
20	BORNALEE DAS	C	UPPER DIVISION CLERK	O/o the Registrar (Establishment Section)
21	AMARJYOTI BHARALI	C	UPPER DIVISION CLERK	Department of Sociology
22	JAYANTA GOGOI	B	ASSISTANT	Department of English
23	BABITA DAS	C	UPPER DIVISION CLERK	Department of Chemical Sciences
24	PRANAB KUMAR DAS	C	UPPER DIVISION CLERK	O/o the Estate
25	DIPANJALI SINHA	C	UPPER DIVISION CLERK	Department of Mechanical Engineering

SI No.	Name of the Employee	Group	Designation	Department/Centres/Office (Present Allocation)
26	BRINDABON BORAH	C	UPPER DIVISION CLERK	O/o the Finance Officer
27	BHRIGU DAS	C	UPPER DIVISION CLERK	O/o the Registrar (Establishment Section)
28	ASHISH DUTTA	C	UPPER DIVISION CLERK	Department of Cultural Studies
29	UTTAM ROY	C	UPPER DIVISION CLERK	O/o the Dean, School of Engineering
30	ANUPAM DAS	C	UPPER DIVISION CLERK	O/o the Registrar (Recruitment Cell)
31	BIDISHA BAISHYA	C	UPPER DIVISION CLERK	O/o the Registrar
32	DENIEL BORI	C	UPPER DIVISION CLERK	O/o the Finance Officer
33	DURLAV PEGU	C	UPPER DIVISION CLERK	O/o the Finance Officer
34	BANDANA BASUMATARY	C	LOWER DIVISION CLERK	Guest House
35	MADHURJYA BARUAH	C	LOWER DIVISION CLERK	O/o the Registrar (Establishment Section)
36	PINCHU BASUMATARY	C	LOWER DIVISION CLERK	O/o the Central Library
37	PROHELIKA HAZARIKA	C	LOWER DIVISION CLERK	O/o the Controller of Examinations
38	BITOPAN MAZUMDAR	C	LOWER DIVISION CLERK	O/o the Vice Chancellor
39	POLLY RAJBONSHI	C	LOWER DIVISION CLERK	Department of Energy
40	BISWAJIT SAHA	C	JUNIOR ACCOUNTANT	O/o the Finance Officer
41	APURBA MEDHI	C	JUNIOR ACCOUNTANT	O/o the Finance Officer
42	ALAKANANDA BAISHYA	C	JUNIOR ACCOUNTANT	O/o the Finance Officer
43	UTPAL PAL	C	JUNIOR ACCOUNTANT	O/o the Finance Officer