

RIGHT TO SERVICE ACT - Details of duties & responsibilities of staff

Name of the Department : DSFC

Name of the Branch Head/Director : Dr.K.Manikandan

Designation : Director

Contact Number : 0494 2407499/ 0494 2407540

| SL No. | ID No. | Name | Designation | Branch/Section | Telephone No. (Office) | Duties and responsibilities |
|--------|--------|-------------------------|------------------|----------------|------------------------|--|
| 1 | 1895 | Babu U.D. | Deputy Registrar | DSFC | 04942407540 | All supervisory duties related DSFC Branch |
| 2 | 1976 | Hameedali Chakkarathodi | Section Officer | DSFC J | 04942407498 | Supervising of all the files of J section |
| 3 | 2517 | Rani A.R | Section Officer | DSFC G | 04942407498 | Supervising of all the files of G section |
| 4 | 3415 | Rajasree T.V | ASO | DSFC J | 04942407498 | Works related to the 12 CCSITs - Notification of staff vacancies, preparation of the rotated rank list, issuance of memo, issuance of engagement and re-engagement orders, preparation of panel of guest faculties, granting of leave other than C/L, issuance of exp.certificate, relief of the staff, enhancement of salary, recoupment/reimbursement to PA, sanctioning of telephone and electricity bill & water charges, broad band Internet connection and its payment, sanctioning of advance payment order to various academic events and its settlement, Refund of fee of the students who discontinued the course. |
| 5 | 3439 | Habeeb Rehman P.K | Sr.Gr.Assistant | DSFC J | 04942407498 | Works related to IET, MSc Radiation Physics, MSc Geology, MSc Environmental Science, Proficiency in Comm.Russian - Notification of staff vacancies, preparation of the rotated rank list, issuance of memo, issuance of engagement and re-engagement orders, preparation of panel of guest faculties, granting of leave other than C/L, issuance of exp.certificate, relief of the staff, enhancement of salary, recoupment/reimbursement to PA, sanctioning of telephone and electricity bill & water charges, broad band Internet connection and its payment, sanctioning of advance payment order to various academic events and its settlement, Refund of fee of the students who discontinued the course. |
| 6 | 3870 | Mujeebrahiman A | Sr.Gr.Assistant | DSFC J | 04942407498 | Works related to CPE - Notification of staff vacancies, preparation of the rotated rank list, issuance of memo, issuance of engagement and re-engagement orders, preparation of panel of guest faculties, granting of leave other than C/L, issuance of exp.certificate, relief of the staff, enhancement of salary, recoupment/reimbursement to PA, sanctioning of telephone and electricity bill & water charges, broad band Internet connection and its payment, sanctioning of advance payment order to various academic events and its settlement, Refund of fee of the students who discontinued the course. Engagements of Peon/Peon cum Sweeper/Lab Cleaner cum Sweeper/Part-time Sweeper/Night Watchman etc.at all SF Centres, Sanctioning of Special Festival Allowance, Hiring of buildings, Consolidation of Income & Exp statements, DCB statements. |

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| 7 | 3943 | Nikhil T | Sr.Gr.Assistant | DSFC G | 04942407498 | Works related to 6 SMS, CPGSSW, S.Bathery, CC&FD, Calicut, MA Sociology, LLM course - Notification of staff vacancies, preparation of the rotated rank list, issuance of memo, issuance of engagement and re-engagement orders, preparation of panel of guest faculties, granting of leave other than C/L, issuance of exp.certificate, relief of the staff, enhancement of salary, recoupment/reimbursement to PA, sanctioning of telephone and electricity bill & water charges, broad band Internet connection and its payment, sanctioning of advance payment order to various academic events and its settlement, Refund of fee of the students who discontinued the course. |
| 8 | 4092 | Ilyas P.K | Assistant | DSFC G | 04942407498 | Works related to SHS and CHSc - Notification of staff vacancies, preparation of the rotated rank list, issuance of memo, issuance of engagement and re-engagement orders, preparation of panel of guest faculties, granting of leave other than C/L, issuance of exp.certificate, relief of the staff, enhancement of salary, recoupment/reimbursement to PA, sanctioning of advance payment order to various academic events and its settlement, Refund of fee of the students who discontinued the course. |
| 9 | 3697 | Sheeja A.S | Comp.Assistant I | DSFC J | 04942407498 | Scanning and numbering of all currents on receiving them from the DR after perusal, all the computer typing work of the DSFC J and G sections. |
| 10 | 4367 | Baby K | Office Attendant | DSFC J | 04942407498 | Despatch and delivery works of all the seats of the DSFC J and G sections |

DEPUTY REGISTRAR

DSFC