

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

Name of the Department: Centralised Administrative Office

Name of the Branch Head: Dr. D. Retnaraj, Director

Designation: Professor

Contact Number(Office): 0487-2384656

Sl.No	ID. No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	2396	Sri. Selvakumaran C.K	Section Officer	Centralised Administrative Office	04872384656	Initiating office work for smooth functioning & Custodian of cash
2	3786	Sumathi C.V	Senior Grade Assistant	Centralised Administrative Office	„	<ol style="list-style-type: none"> 1.All file works related to the day to day activities of Centralised Admn office viz., Fare collection of Bus including the forwarding bill, repair and maintenance etc . 2.Statue related file works. 3.Campus development works. 4.Inter University centre-All the works related to appointment of teaching and non teaching staff, bills forwarding, admission works, works of egrantz etc 5.Forwarding all the Complaints in the JMC campus. 6. Initial works for the setting up of Inter University centre for Financial Economics such as library books, infrastructure, computer purchase etc.

3	3847	MUHAMMADALI K	Senior Grade Assistant	Inter University Centre	"	<ol style="list-style-type: none"> 1. Library works of Inter University centre including the work of librarian 2. Purchase of furniture to IUC 3. Various scholarship works for the students of Inter University Centre. 4. Works of Generator such as bills, maintenance etc. 5. WiFi application collection and other files related to the WiFi connection and OFC of JMC campus. 6. File works and other works of Canteen of JMC 7. Exam works of Financial Economics students of IUC
4	3502	MINI KURIAN K	Assistant Section Officer	Department of Economics		<ol style="list-style-type: none"> 1. Forwarding of bills engaged in the Dept. 2. Work related to the Ph.D Scholars 3. Admission process of the students 4. Necessary arrangements for the conducting of exam valuation of answer scripts, disbursement & settlement of Egrantz scholarship 5. Preparation of replies in reasepect of the mail sent by the University 6. File works related to teaching of non teaching staff.

5	3658	JENNY ROSE	OFFICE SUPERINTEN DENT	CENTRAL ADMN OFFICE		All day to day typing works of the Department of Economics and Inter University Centre for Financial Economics, JMC
5	3670	Joseph Stanly A. J	Senior Grade Computer Assistant	"		All day to day typing works of the Centralised Administrative Office, JMC
6	3650	MEERA. K.K.	Com. Asst. (Sel. Grade)	Centralised Administrativ e Office		<ol style="list-style-type: none"> 1. Hostel fee (Rent Electricity) collection and remittance of fee to SBT, and Friends 2. Works related to hostel -PA recoupment 3. Works related to contingent expenditure for hostel 4. Works related to cashbook, fee register, appropriation register, contingent register, stock register of furniture, cheque register, pass book, cheque book, fee receipt book, caution deposit register, etc. 5. Works related to salary bill of daily wage sweeper and matron on contract 6. Works related to the purchasing of furniture, equipments to hostel 7. Works related to the repairing of furniture, equipments to hostel 8. Also manages all the works related to hostel, including maintenance, repairing works of hostel (ladies hostel, men's

						hostel and 3 cluster men's hostels) 9. Works related to prepare the DCB of Hostel All file work related to hostel and additional typing work to Centralised Administrative Office
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DIRECTOR

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