



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
**Indian Institute of Technology Bhubaneswar**  
Argul, Khorda - 752050, वेब/Web: www.iitbbs.ac.in

No.F.2-14/2013-Estt./

8 April 2019

**OFFICE ORDER NO. - 422**

**Subject: - Re-allocation of work among the Officers in the Registry.**

The undersigned is directed to convey that the Competent Authority has been pleased to approve the postings/reallocation of duties and responsibilities among the officers with immediate effect.

Sl No.	Name of the Officer	Assignment of Work and Responsibilities	Reporting	Link Officer
1.	Sh. Manas Ku. Behera Assistant Registrar	1. Establishment Section 2. Public Information Officer (PIO) 3. All Legal matters	1. Registrar	Dr. S.N. Routray, AR
2.	Dr. S.N. Routray Assistant Registrar	1. Research & Development Section 2. Continuing Education (CE) and Alumni Affairs	1. Dean R&D 2. Dean CE, Alumni Affairs	Sh. Manas Kr. Behera, AR
3.	Sh. P.K. Sahoo Assistant Registrar	1. Academic Section 2. Student Affairs including Hostel matters 3. Guest House Management	1. Dean AA 2. Dean SA 3. PIC, Guest House	Sh. Ankit Bagde, AR
4.	Sh. Ankit P. Bagde Assistant Registrar	1. Stores and Purchase Section 2. Estate	1. Joint Registrar 2. Registrar	Sh. P. K. Sahoo, AR
5.	Sh. Shalin Sasidharan Nair Public Relation Officer	In addition to his present assignment, he will look after Meeting and Coordination Work.	1. Joint Registrar	Sh. P. K. Sahoo, AR
6.	Lt.Cdr. Raj Kumar Chief Security Officer	In addition to his present assignment, he will look after 1. Fire Safety and disaster management 2. Rajbhasa Unit 3. Management of outsourced manpower	1. Registrar  2. Joint Registrar	1. Sh. Tapan Kr. Mahapatra, ASO  2. Sh. Manas Kr. Behera, AR
7.	Sh. Tapan Kr. Mahapatra Assistant Security Officer	In addition to his present assignment, he will look after 1. Institute Transport service 2. Assist in Fire Safety and disaster management	1. Joint Registrar 2. CSO	Sh. Sambit R. Mohanty, JS

**NB:-** \*Estate – Allotment of staff quarters including assisting Market Technology Committee, coordinating the work of shopping complex, land disputes, alienation proposals, eviction etc.

  
Registrar

To

All Officers Concerned.

Copy to :

1. All Deans/ HoSs / Academic Coordinators
2. All PICs / Chairmen / Coordinators
3. President, Students Gymkhana
4. Warden/Assistant Wardens
5. PIC, Web : For Web Publicity
6. Joint Registrar (F&A)
7. Superintending Engineer (Civil)
8. Deputy Librarian
9. Assistant Executive Engineer (Electrical)
10. All Assistant Registrars
11. Student Counsellor
12. Career Development and Placement Officer (CDPO)
13. Medical Officer
14. Chief Security Officer (CSO)
15. All Sections / Schools
16. Secretary to Director/ Registrar
17. Office Order File

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