**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/re-allocation of duties and responsibilities among the officers with immediate effect.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Officer</th>
<th>Assignment of Work and Responsibilities</th>
<th>Reporting</th>
<th>Link Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sh. Manas Ku. Behera Assistant Registrar</td>
<td>1. Establishment Section  2. Public Information Officer (PIO)  3. All Legal matters</td>
<td>1. Registrar</td>
<td>Dr. S.N. Routray, AR</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. S.N. Routray Assistant Registrar</td>
<td>1. Research &amp; Development Section  2. Continuing Education (CE) and Alumni Affairs</td>
<td>1. Dean R&amp;D  2. Dean CE, Alumni Affairs</td>
<td>Sh. Manas Kr. Behera, AR</td>
</tr>
<tr>
<td>5.</td>
<td>Sh. Shalin Sasidharan Nair Public Relation Officer</td>
<td>In addition to his present assignment, he will look after Meeting and Coordination Work.</td>
<td>1. Joint Registrar</td>
<td>Sh. P. K. Sahoo, AR</td>
</tr>
<tr>
<td>7.</td>
<td>Sh. Tapan Kr. Mahapatra Assistant Security Officer</td>
<td>In addition to his present assignment, he will look after 1. Institute Transport service 2. Assist in Fire Safety and disaster management</td>
<td>1. Joint Registrar 2. CSO</td>
<td>Sh. Sambit R. Mohanty, JS</td>
</tr>
</tbody>
</table>

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