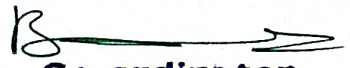


UNIVERSITY  OF MYSORE

**NSS-EMPANELLED TRAINING INSTITUTION FOR KARNAKATA
DETAILS OF WORK ALLOTMENT OF EMPLOYEES 2022-23**

CASE WORKER NO	NAME AND DESIGNATION OF EMPLOYEES	SI.NO.	DETAILS OF WORK ALLOTMENT
01	SATHYANARAYA M P SDC	1.	NSS-ETI PROG GARNTS FILE
		2.	E-PROCUREMENT FILE
		3.	HANDLING ESTABLISHMENT FILE
		4.	AUDIT FILE
		5.	CASH BOOK MAINTAING
		6.	ADVISORY MEETING FILE
		7.	RESOURCES PERSONS BANK NEFT/TRF FILE
		8.	HANDLING AC BILL, NDC BILL AND PFMS
		9.	CHEQUE BOOK REGISTER
02	SHIVARAJU C SDC	1.	TELEPHONE BILL
		2.	ETI GRANTS COREESPONDENE
		3.	SALARY FILE
		4.	NSS-TOC FILE
		5.	B R REGISTER
		6.	OFFICE CORRESPONDENCE FILE
		7.	ACCOMMADATION FILE
03	UMESHA KUMAR A SDC	1.	DORMITORY INCHARGE
		2.	DORMITORY LEDGER MAINTAINCE
		3.	ACCOMMADATION FILE
		4.	TRAINING REGISTRATION
		5.	TRAINING CERTIFICATE & ID FILE
		6.	FIELD VISIT INCHARGE
		7.	RELIEVING LETTER


Co-ordinator
National Service Scheme
Empanelled Training Institution
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04	ABHISHEK C S SDC	1.	ANNUAL REPORT FILE
		2.	ADVISORY COMMITTEE
		3.	ACCOMMODATION
		4.	STOCK VERIFICATION FILE
		5.	NSS-ETI THEME FILE
		6.	RESOURCE PERSONS TA AND DA FILE
		7.	NSS-ETI PROGRAMME TRAINING REGISTER
05	RAJESHA M M SDC	1.	FROM AND TO REGISTER AND DESPATCH WORK
		2.	UNIVERSITY CIRCULAR FILE
		3.	PERMANENT STOCK REGISTER
		4.	STATINAORY AND CONSUMABLE STOCK REGISTER
		5.	PRASARANGA BOOK PURCHASE FILE
06	MANU S PEON	1.	Maintaing of Office Lock
		2.	Office Cleaning
		3.	Xerox Work
		4.	Delivery Local Tappals

The duties shall be discharge by the respective persons and that they shall maintain the records assigned to them. In addition to these the staff shall also shoulder the responsibilities entrusted any work Assign by the University authorities and Coordinator NSS-ETI in time to time.

- All employees are said to attend the office telephone calls


Coordinator NSS-ETI

Co-ordinator
National Service Scheme
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