

RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER

1	Dr. R.B. Lal	DIRECTOR	<ul style="list-style-type: none"> • Administration and Management of the Institute as Executive Head. • Member Secretary - Board of Governors of IIFM • First Appellate Authority under RTI Act.
2	COL (RETD) RAMESH SINGH	CHIEF ADMINISTRATIVE OFFICER	<p>Administrative Support for all the activities in the Institute, Supervision and direction of all administrative functions as Head of Office.</p> <p>Non-Member Secretary-Board of Governors of IIFM</p> <p>Director (Public Grievances) Estate Officer</p> <p>Public Information Officer under RTI Act.</p>

RESPONSIBILITIES ASSIGNED TO OTHER OFFICERS

SI	Name of the Officer	Designation	Duties and Responsibilities
1	Shri Amarjeet Singh	Finance Officer	<ol style="list-style-type: none"> 1. All matters related to Finance 2. Convenor-Finance Committee
2	Dr. Arjun Singh	Library and Information Officer	<ol style="list-style-type: none"> 1. All matters related to Library & Information Services, including procurement of books and journals etc.
3	Shri D K Verma	Manager (Hort.)	<ol style="list-style-type: none"> 1. All Matters related to Horticulture (Main Campus and Vanika Residential Complex)
4	Shri R S Bhadoria	Manager (Maint.)	<ol style="list-style-type: none"> 1. All matters related to Civil Construction and Maintenance 2. Hold charge of land, buildings, and other installations in the Main Campus and Vanika 3. All matters related to allotment of residential accommodation 4. Water and Electricity supply in Main Campus and Vanika etc. 5. All matters related to Telecommunication 6. All matters related to Transport Management
5	Shri T Sreedharan	Manager (AA & SA)	<ol style="list-style-type: none"> 1. All matters related to PFM/FPM Admission 2. PFM/FPM Cell Management 3. Examination Management 4. Class Room Management, including power back-up 5. All matters related to student's affairs, including discipline, sports, cultural & literary activities, lodging and welfare, except matters related to Student's Mess.
6	Shri Peter Mathew	Manager (P & SI)	<ol style="list-style-type: none"> 1. Management of :- <ol style="list-style-type: none"> (a) Placement (b) SI Cell 2. All matters related to record management as DRO.
7	Shri Kuriakose, E	Manager (Pers) & Vigilance Officer	<ol style="list-style-type: none"> 1. All matters related to IIFM Society, Board of Governors Meetings, including that of Sub Committees of the Board 2. Recruitment (all posts, including Project Staff) and matters related to Reservation for SC/ST/OBC/PH etc. 3. Legal Matters 4. SC/ST matters as Liaison Officer for SC/ST 5. All matters related to PMS & FDEC, Promotion of Faculty.
8	Shri P L S Nair	Manager (Purchase)	<ol style="list-style-type: none"> 1. All matters related to Purchase as Purchase Officer 2. All matters related to Annual Maintenance Contracts/Annual Rate Contracts 3. All matters related to printing and publication
9	Mrs. Seema Jain	Dy Manager (Systems)	<ol style="list-style-type: none"> 1. All work related to IT and e-governance, except responsibilities assigned to the System Administrator. 2. Management of all types of Computer and accessories.
10	Shri A Y Joseph	Sr. PS to Director	<ol style="list-style-type: none"> 1. Secretarial assistance to Director and management of Director's Office.
11	Shri S Nagchandi	Assistant FO (Officiating)	<ol style="list-style-type: none"> 1. Assistance to FO, in addition to other responsibilities assigned to him by FA/CAO/Director
12	Shri P D Robin	Jr. Manager (Admn.)	<ol style="list-style-type: none"> 1. All matters related to:- <ol style="list-style-type: none"> (a) Establishment (b) General Administration

			<ul style="list-style-type: none"> (c) Personnel (other than those matters assigned to Manager (Pers) (d) Medical Claims (above Rs 1,000/-) 2. Matters related to RTI & Link Officer to PIO/AA 3. Central Receipt and Despatch Section.
13	Shri N S Jadon	Asstt. Library & Information Officer	1. Assistance to Library & Information Officer, in addition to other responsibilities assigned by LIO.
14	Shri N S Nair	Jr. Manager (Security & AS)	<ul style="list-style-type: none"> 1. All matters related to Security and Fire Management (Main campus and Vanika) 2. All matters related to Labour Contracts / Liaison with Central Labour Commissioner's Office 3. All matters related to:- <ul style="list-style-type: none"> (a) Management of Guest House (b) Student's Mess (c) Management of Executive Blocks, including boarding and Lodging of Participants of MDP/Seminars/Workshops. 4. Management of Staff Canteen and Student's Coffee Corner

15	Mrs. Shampa Ghosal	Jr. Manager (Maint)	<ol style="list-style-type: none"> 1. Assistance to Manager (Maint), in addition to other responsibilities assigned by Manager (Maint). 2. Maintenance works pertaining to the systems and equipments related to:- <ol style="list-style-type: none"> (a) Electrical (b) Electronics (c) Telecommunication (d) Air Conditioners/Cooling System
16	Shri Anilesh Kumar	Hindi Officer Stores Officer	<ol style="list-style-type: none"> 1. All matters related to Stores as Stores Officer 2. All matters related to Official Language, including Translation etc. 3. House Keeping. 4. Sports Officer for all sports activities related to Officers and staff and upkeep of sports equipments in the Institute related to employees.
17	Shri V Srinivasan	Jr. Manager (AA) (Officiating)	<ol style="list-style-type: none"> 1. Management of:- <ol style="list-style-type: none"> (a) Field Work (b) Central Reprographic Cell (c) Research Cell (d) Consultancy Cell (e) RCNAEB Cell (f) All activities related to MDP Cell (except boarding and lodging) 2. Management of Office Rooms for Faculty and attached staff, including project staff, Faculty Lounge and MDP Rooms.