



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MHRD, Govt. of India
Kokrajhar, BTAD, Assam 783370

www.cit.ac.in

Ref No. CITK/Estt/misc/1493/2017/463

Date: 28 /08/2019

ORDER

Redistribution of Duties as Responsibilities for Smooth Functioning of the Institute – Reg.

The duties and responsibilities pertaining to the below mentioned aspects of functionalities are hereby redistributed as directed by competent authority with immediate effect.

| Type of Responsibility | Concerned Personnel / Officer | Reporting Authority |
|--|---|---|
| 1. Security related matters | | |
| a. Campus Security – overall affairs | Security Officer | Registrar. with periodic priming to Director |
| b. Entry / Exit of Vehicle – Personal / Public / Official / Goods | Security Officer | |
| c. Entry of Contractor / Labour | Security Officer | |
| d. Discipline of Hostel Boarders / Mess | Security Officer + Chief Warden / Warden | |
| e. Maintenance of Campus – cleaning, garbage disposal & concerned labour | Campus Supervisor (CS) | Registrar. then Director through AR (Admin) |
| f. CCTV and monitoring of Virtual Classroom | Security Officer (surveillance) + Dept of CSE (maintenance) | Registrar. then Director |
| 2. Store and Purchase related activities | | |
| a. Departmental Procurement | i/c. Store & Purchase (S & P) + Office Superintendent (OS) | Registrar & Director (as per delegated power / ceiling of Financial Sanction) |
| b. Admin / Estt Procurement | i/c. S & P + OS + AR (Admin) | |
| c. AMC of Dept. / Estt. related Equipment and Set ups (UPS, batteries etc.) | i/c. S & P + OS + HoD / HoS + Concerned Staff for Service & LAN | |
| d. Hostel & Mess related Procurement / Maintenance | i/c. S & P + CS + Dean (SA) | |
| e. Routine Maintenance of Institute Infrastructure (Electrical / Civil / Allied) | i/c. S & P + CPE – through Contractor for the 1 st time and thereafter through Rate Contract, wherever applicable. | |
| 3. The extant powers of CPE vide points No. 1(a), 1(d), 1(e) and 1(f) of this Office Order No. CIT/KOK/ESstt/Misc/1493/2017/1614 dated 05.03.2019 will remain in force. | | |

This is issued for information of all concerned.

28.8.2019
Director
CIT Kokrajhar

Copy to:

The Registrar for favour of information
Notice Board for information of all in general
Website for information of all in general
Concerned concerned persons for information