

## WORK DISTRIBUTION

**H. LALTANPUIA HEAD ASSISTANT:** Over all Supervision of Works and assigned to the following files:-

<b>FILE NAME</b>	<b>FILE NO.</b>
1. Affiliation	No. A. 11012/3/08 – GANC/AFF
2. Land & Building	No. D. 11011/2/08 – GANC/Bldg.
3. Creation of post for professor	No. A. 11012/3/08 – GANC/ESTT-III
4. Deligation of financial power	No. G. 17012/1/08 – GANC/DFP
5. DPC	No. A. 32012/1/08 – GANC/DPC
6. Inspection	No. F. 23012/1/08 – GANC/INSP
7. Provincialisation	No. A. 11019/1/09 – GANC/PROV.
8. Resignation (NT)	No. A. 39011/1/08 – GANC/Resign
9. Resignation (Teaching)	No. A. 39011/2/09 – GANC/Resign
10. Retention of Post	No. A. 11011/2/09 – GANC/RET
11. Stationery	No. D.15020/1/08 – GANC/Stat.
12. ACR	No. A. 28012/1/08 – GANC/ACR
13. State Profile	No. F. 23015/1/08 – GANC/SP
14. UGC Development Grant	No. A. 35024/1/00 – GANC/UGC(D)
15. Upgradation of Professor (Teaching)	No. A. 11015/1/08 – GANC/UP (T)
16. Upgradation of Non Teaching	No. A. 11015/2/08 – GANC/UP (NT)
17. UGC Permission	No. A. 35023/1/08 – GANC/ Per
18. ACP Scheme	No. A. 12011/1/08 – GANC/ ACP
19. Search Committee for College Campus	No. D. 11028/1/17 – GANC/Survey
20. Survey	No. F. 20016/1/11 – GANC/Survey

**B. PI LALBIAKFELI, LDC/CASHIER**

1. LOC	No. G. 21015/2/17 – GANC/LOC
2. Pay Revised	No. A. 13015/1/18 – GANC/PR
3. Professional Tax	No. G. 27031/3/08 – GANC/P-Tax
4. Income Tax	No. G.27032/1/09 – GANC/I-Tax
5. Travelling Allowances	No. G. 27028/1/08 – GANC/ TA
6. HBA/long Term loan etc.	No. F. 27033/1/19 – GANC/HBA
7. Audit Questionnaires	No. G. 25012/1/10 – GANC/AG
8. Bank Operation	No. G. 27017/1/10 – GANC/B.O.
9. Revenue	No. G. 21018/1/2019 – GANC/REV.
10. Reconcile	No. G. 22011/1/14 – GANC/Recon

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|-----|----------------------------|---------------------------------|
| 11. | Group Insurance Scheme     | No. C. 30015/1/10 – GANC/GIS    |
| 12. | Esstt Quarterly Report     | No. A. 12034/1/12 – GANC/E-QTR  |
| 13. | DDO Registration           | No. A. 38020/1/11- GANC/Regd    |
| 14. | Adv. Longterm loan         | No. G. 26029/1/2019 – GANC/Adv. |
| 15. | Recovery of longterm loan  | No. G. 27031/1/16 – GANC/REC    |
| 16. | Monthly Expenditure Return | No. G. 12014/1/19 – GANC/EXP    |
| 17. | Matter relating to Salary  | No. G. 12017/1/19 – GANC/Sal.   |

**C. PI ZOTHANPARI COLNEY, UDC**

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| 1.  | Confirmation of Service                  | No. A. 31011/1/10 – GANC/Conf.     |
| 2.  | Disciplinary proceeding (staff)          | No. C. 14019/1/08 – GANC/DP        |
| 3.  | Disciplinary proceeding (Students)       | No. C. 14019/2/08 – GANC/DP/Stu    |
| 4.  | Earned leave (Teaching & NT)             | No. A. 24012/1/08 – GANC/EL        |
| 5.  | Establishment (Non-Teaching)             | No. A. 12024/2/08 – GANC/ESST      |
| 6.  | First Information Report                 | No. A. 60011/1/09 – GANC/FIR       |
| 7.  | Family Declaration                       | No. G. 12020/1/08 – GANC/FD        |
| 8.  | G.P. Fund                                | No. G. 27016/1/08 – GANC/GPF       |
| 9.  | Medical Re-imburement                    | No. D. 27032/1/08 – GANC/MR        |
| 10. | Re-fresher/orientation Course            | No. A. 33023/1/08 – GANC/ROC       |
| 11. | Court Case                               | No. C. 18018/1/09 – GANC/CC        |
| 12. | Training (Teaching/Non-Teaching)         | No. A. 33018/1/08 – GANC/TR(NT)    |
| 13. | Transfer & posting                       | No. A. 22019/1/08 – GANC/T&P       |
| 14. | Circular of staff                        | No. A. 60014/2/08 – GANC/CIR       |
| 15. | Certificate(Provisional & Testimonial)   | No. A. 12024/1/08 – GANC/CERT      |
| 16. | Service Record                           | No. A. 21012/1/08 – GANC/SR        |
| 17. | RUSA                                     | No. G. 27017/1/13 – GANC/RUSA      |
| 18. | Expenditure Sanction (S.U.)              | No. G. 27031/1/2017 – GANC/SU      |
| 19. | Research Fellowship                      | No. A. 34011/4/08 – GANC/RFL       |
| 20. | Service Extension                        | No. A. 40012/1/11 – GANC/SE        |
| 21. | Guest Lecturer                           | No. A. 11016/1/08 – GANC/GL        |
| 22. | Attachment of Lecturer                   | No. A. 12033/2/09 – GANC/LEC/Attch |
| 23. | Contract Employee                        | No. A. 12030/1/18 – GANC/CE        |
| 24. | Personal file of Teaching & Non-Teaching |                                    |
| 25. | Part time employee                       |                                    |
| 26. | Student Union (MISC)                     | No. B. 12019/2/08 – GANC/SU        |

**D. PU F. VANLALHRIATLIANA, LDC**

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| 1. | Admission                    | No. A. 12025/2/08 – GANC/Adm.  |
| 2. | Advertisement                | No. F. 14014/1/08 – GANC/Adv.  |
| 3. | Registration of student      | No. A. 60011/4/08 – GANC/Regd. |
| 4. | Introduction of New subject  | No. A. 11013/1/08 – GANC/INS   |
| 5. | IQAC                         | No. C. 31011/1/08 – GANC/IQAC  |
| 6. | Statistics                   | No. A. 12016/1/08 – GANC/STAT  |
| 7. | Handicapped                  | No. D. 13016/1/08 – GANC/Hdp   |
| 8. | Correspondence with MZU      | No. A. 60011/6/08 – GANC/Corp  |
| 9. | NSS with its related matters | No. A. 33023/1/08 – GANC/NSS   |

**E. C. LALBIAKSANGA, LDC/COMPUTER**

1. Study Tour / Geography No. F. 21011/1/08 – GANC/TOUR/Geog
2. Handling of charges No. A. 22012/1/08 – GANC/HC
3. HOD / Exam Committee No. 12019/1/08 – GANC/HOD/Exam
4. Eco Club No. A. 42016/1/2017/GANC/ECO
5. Post Matric Scholarship No. A. 35024/1/08 – GANC/SCHO
6. LIC No. G. 27031/2/08 – GANC/LIC
7. Special Leave No. A. 24017/2/08 – GANC/SL
8. NCC No. A. 12033/1/08 – GANC/NCC
9. Seminar/Workshop No. A. 35013/1/08 – GANC/Sem/WS
10. Notification/Guard File
11. Furniture & Properties No. D. 14011/1/08 – GANC/Furniture.
12. Issue & Receipt
13. Circular of student No. A. 60014/2/08 – GANC/Cir.
14. Alumni Association No. B. 12018/1/16 – GANC/Allumni
15. Games & Sport S.U. No. F. 23015/2/08 – GANC / G&S
16. Deptt. Sport Committee No. F. 16015/1/08 – GANC/Deptt S/C
17. Lengteng Adventure Club No. A. 35023/1/08 – GANC/LAC
18. MCTA (GANC Branch) No. B. 12017/1/08 – GANC/MCTA
19. Red Ribbon Club No. B. 11013/1/08 – GANC / RRC

**F. PI LALCHHUANAWMI, LDC**

1. Examination No. A. 34012/1/08 – GANC/MZU
2. Pension No. G. 19017/1/08 – GANC/Pen
3. Result Declaration NO. A. 34013/1/08 – GANC/RD
4. Academic Council (MZU) No. A. 30011/4/08 – GANC/AC
5. College Development Council No. B. 11013/1/08 – GANC/BE-RE
6. BE/RE No. G. 20011/2/08 – GANC/BE/RE
7. NPS No. G. 19018/1/18 – GANC/NPS

**(Prof. S. HAUKHANLIAN MATE)**

Principal  
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