

ANNEXURE

WORK DISTRIBUTION

A. PI LALZAWNI, HEAD ASSISTANT: Over all Supervision of Works and assigned the following files:-

FILE NAME	FILE NO.
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. DPC	No. A. 32012/1/08 – GANC/DPC
5. Inspection	No. F. 23012/1/08 – GANC/INSP
6. Provincialisation	No. A. 11019/1/09 – GANC/PROV.
7. Court Case	No. C. 18018/1/09 – GANC/CC
8. ACR	No. A. 28012/1/08 – GANC/ACR
9. First Information Report	No. A. 60011/1/09 – GANC/FIR
10. Pension (Teaching & Non-Staff)	No. G. 19017/1/08 – GANC/Pen
11. NPS	No. G. 19018/1/18 – GANC/NPS
12. Transfer & posting	No. A. 22019/1/08 – GANC/T&P
13. State Profile	No. F. 23015/1/08 – GANC/SP
14. UGC Development Grant	No. A. 35024/1/00 – GANC/UGC(D)
15. UGC Permission	No. A. 35023/1/08 – GANC/ Per
16. Search Committee for College Campus	No. D. 11028/1/17 – GANC/Survey
17. Survey	No. F. 20016/1/11 – GANC/Survey
18. Disciplinary proceeding	No. C. 14019/1/08 – GANC/DP
19. Women's Hostel	No. D. 11014/1/2021 – GANC/WH
20. Work Distribution	No. D. 11031/1/2011 – GANC/WD

B. PU LALMAWIZUALA, UDC

1. Confirmation of Service	No. A. 31011/1/10 – GANC/Conf.
2. Earned leave (Teaching & NT)	No. A. 24012/1/08 – GANC/EL
3. Establishment (Non-Teaching)	No. A. 12024/2/08 – GANC/ESST
4. Re-fresher/Orientation Course	No. A. 33023/1/08 – GANC/ROC
5. Training (Non-Teaching)	No. A. 33018/1/08 – GANC/TR(NT)
6. Filling of post for Teaching staff	No. A. 35024/2/2017 – GANC/TS
7. Service Record	No. A. 21012/1/08 – GANC/SR
8. RUSA	No. G. 27017/1/13 – GANC/RUSA
9. Service Extension	No. A. 40012/1/11 – GANC/SE
10. Guest Lecturer	No. A. 11016/1/08 – GANC/GL
11. Attachment of Lecturer	No. A. 12033/2/09 – GANC/LEC/Attach
12. Contract Employee	No. A. 12030/1/18 – GANC/CE
13. Training (Gazetted)	No. A. 33024/2/2018 – GANC/TRG
14. Part Time Employee	No. A. 12031/1/2014-GANC/PT
15. Resignation (NT)	No. A. 39011/1/08 – GANC/Resign
16. Resignation (Teaching)	No. A. 39011/2/09 – GANC/Resign
17. Upgradation of Professor	No. A. 11015/1/08 – GANC/UP (T)
18. Upgradation of Non-Teaching	No. A. 11015/2/08 – GANC/UP (NT)
19. Special Leave	No. A. 24017/2/08 – GANC/SL
20. Election	No. H. 11011/1/08 – GANC/ELEC

- | | |
|--|-------------------------------|
| 21. Establishment of Professors | No. D.12024/1/08 – GANC/Estt |
| 22. Casual Attendance | No. A. 12031/1/2020 – GANC/CA |
| 23. Miscellaneous | No. A. 60011/7/16 – GANC/Misc |
| 24. Personal files (Teaching & Non-Teaching) | |

PU F. VANLALHRIATLIANA, LDC

- | | |
|--------------------------------|------------------------------------|
| 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. H&TE Correspondence | No. D. 11012/1/2017 – GANC/HTE |
| 8. Handicapped | No. D. 13016/1/08 – GANC/Hdp |
| 9. NCC | No. A. 12033/1/08 – GANC/NCC |
| 10. NSS | No. A. 33023/1/08 – GANC/NSS |
| 11. Deptt. Sport Committee | No. F. 16015/1/08 – GANC/Deptt S/C |
| 12. Lengteng Adventure Club | No. A. 35023/1/08 – GANC/LAC |
| 13. Eco Club | No. A. 42016/1/2017/GANC/ECO |
| 14. Red Ribbon Club | No. B. 11013/1/08 – GANC / RRC |
| 15. Sexual Harassment | No. C. 13016/1/2019 – GANC/SH |

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. BE/RE | No. G. 20011/2/08 – GANC/BE/RE |
| 10.Revenue | No. G. 21018/1/2019 – GANC/REV. |
| 11.Reconcile | No. G. 22011/1/14 – GANC/Recon |
| 12.Group Insurance Scheme | No. C. 30015/1/10 – GANC/GIS |
| 13.Est. Quarterly Report | No. A. 12034/1/12 – GANC/E-QTR |
| 14.DDO Registration | No. A. 38020/1/11- GANC/Regd |
| 15.Adv. Long term loan | No. G. 26029/1/2019 – GANC/Adv. |
| 16.Recovery of long term loan | No. G. 27031/1/16 – GANC/REC |
| 17.Monthly Expenditure Return | No. G. 12014/1/19 – GANC/EXP |
| 18.Matter relating to Salary | No. G. 12017/1/19 – GANC/Sal. |
| 19.G.P. Fund | No. G. 27016/1/08 – GANC/GPF |
| 20.Stationery | No. D.15020/1/08 – GANC/Stat. |
| 21.Expenditure Sanction (S.U.) | No. G. 27031/1/2017 – GANC/SU |
| 22.Delegation of financial power | No. G. 17012/1/08 – GANC/DFP |
| 23.Retention of Post | No. A. 11011/2/09 – GANC/RET |
| 24.Family Declaration | No. G. 12020/1/08 – GANC/FD |

PU C. LALBIAKSANGA, LDC

- | | |
|--|------------------------------------|
| 1. Issue & Receipt | No. A. 60014/2/08 – GANC/Cir |
| 2. Circular | No. F. 21011/1/08 – GANC/TOUR/Geog |
| 3. Study Tour / Geography | No. A. 22012/1/08 – GANC/HC |
| 2. Handling of charges | No. A. 35024/1/08 – GANC/SCHO |
| 4. Post Matric Scholarship | No. G. 27031/2/08 – GANC/LIC |
| 5. LIC | No. A. 35013/1/08 – GANC/Sem/WS |
| 6. Seminar/Workshop | No. D. 14011/1/08 – GANC/Furniture |
| 7. Furniture & Properties | No. B. 12019/2/08 – GANC/SU |
| 8. Student Union | No. D. 27032/1/08 – GANC/MR |
| 9. Medical Re-imburement | No. F. 20016/1/11 – GANC/PM. |
| 10. Principal Meeting | No. F. 20016/1/2016 – GANC |
| 11. Functions of important Days | No. D. 11016/1/2018 – GANC/NIELIT |
| 12. NIELIT /Computer | No. A. 12024/1/08 – GANC/CERT |
| 13. Certificate(Provisional & Testimonial) | |
| 14. Office Memorandum | No.F.23015/2/17 – GANC/G&S |
| 15. Games & Sports | |

PI LALCHHUANAWMI, LDC

- | | |
|--------------------------------|--|
| 1. Examination | No. A. 34012/1/08 – GANC/MZU |
| 2. Result Declaration | NO. A. 34013/1/08 – GANC/RD |
| 3. Academic Council (MZU) | No. A. 30011/4/08 – GANC/AC |
| 4. College Development Council | No. B. 11013/1/08 – GANC/CDC |
| 5. Correspondence with MZU | No. A. 60011/6/08 – GANC/Corp |
| 6. Degree certificate | No. A. 34012/02/08 – GANC/Certi |
| 7. Survey on Higher Education | No. F. 20016/1/2011 – GANC/SHE |
| 8 ACP Scheme | No. A. 12011/1/08 – GANC/ ACP |
| 9. HOD / Exam Committee | No. 12019/1/08 – GANC/HOD/Exam |
| 10. Alumni Association | No. B. 12018/1/16 – GANC/Alumni |
| 11. MCTA (GANC Branch) | No. B. 12017/1/08 – GANC/MCTA |
| 12. Citizen's Charter | No. F. 12011/1/2020 – GANC/Citizens' Charter |
| 13. Research Fellowship | No. A. 34011/4/08 – GANC/RFL |