



NAAC ACCREDITED 'B' GRADE

অধ্যক্ষৰ কাৰ্যালয় : মৰিগাঁও মহাবিদ্যালয়

Permanently Affiliated to Gauhati University

Recognized by UGC under section 2(f) and 12(B) of UGC Act, 1956

OFFICE OF THE PRINCIPAL

MORIGAON COLLEGE

Morigaon : Assam

Estd. 1964

From:

Dr. L.K. Barthakur, M.Sc.Ph.D

Principal, Morigaon College

P.O. & Dist. Morigaon PIN 782105(Assam)

Ph. 03678/240268(O)

9435479207(M)

Website:www.morigaoncollege.edu.in

E-mail-morigaoncollege@hotmail.com.

No: MC /Notice/ 2024/80

Date 26-07-2024


REVISED NOTIFICATION

It is for general information that different duties and responsibilities of Office Assistant/ Support staff of Morigaon College has been re-shuffled with effect from 1st August.2024 and the list of new responsibilities is attached herewith. Also the notification No:-MC/Notice/2024/~~78~~ dated 20/07/2024 is hear by withdrawn.

Therefore, all the employees mentioned herewith are requested to collect their assigned files beforehand in consultation with Mr. Harendra Medhi, Senior Office Assistant of Morigaon College.

Copy to:

1. Person concerned
2. GB. Morigaon College
3. Vice-Principal, Morigaon College


26/07/24

Dr. Lila Kanta Barthakur

Principal

Morigaon College

**Principal
Morigaon College**

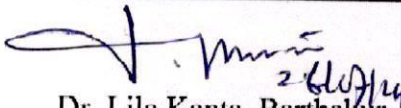
MORIGAON COLLEGE
LIST OF FILES & ACCOUNTS
FILE DISTRIBUTION & WORK ASSIGNMENT

1. FILE MAINTAINED BY HAREN MEDHI

SL NO.	NAME OF A/C	BANK A/C
1	GOVT./ INTERNAL AUDIT FILE	
2	BUILDING FUND	PNB
3	GSLI FILE (CLAIM)	
4	GENERAL FUND	HDFC / PNB
5	GOVT. GRANT FILE	
6	INFRASTRUCTURE DEV. FUND(COLLEGE)	CANARA BANK
7	GSLI WORK	
8	INCOME TAX 16 FORM	
9	INTERNAL EXAMINATION	
10	MAJOR RESEARCH FUND	SBI
11	PUNCHING MACHINE	
12	RESERVE FUND	PNB
13	SALARY (SANCTIONED BY GB.)	
14	TUTION FEES FUND	PNB
15	T.F. FUND FILE	
16	TUTORS SALARY ETC (TEACHING & NT)	
17	UGC FUND	SBI
18	UGC FILE/SANCTIONING LETTER	
19	WORK TRANSITION REGISTRAR	

2. FILE MAINTAINED BY JIBAN JYOTI BORA

SL NO.	NAME OF A/C	BANK A/C
1	ALL INDIA SURVEY OF HIGHEIR EDUCATION DATA	
2	APPROVAL OF APPOINMENT	
3	BUDGET FUND TRANSFAR	
4	DHE CIRCULAR FILE	
5	EMAIL MONITORING	
6	FUND TRANSFER	
7	G.P.F. FILE	
8	IPS FILE	
9	PENSION FILE	
10	SALARY (GOVT. EMPLOYEE)	
11	SERVICE BOOK	
12	STAFF PERSONAL FILE	



 Dr. Lila Kanta Barthakur
 Principal
 Morigaon College
 Principal
 Morigaon College

3. FILE MAINTAINED BY AMAR JYOTI NATH

SL NO.	NAME OF A/C	BANK A/C
1	AMBULANCE SERVICE (TATA SUMU)	AGVB
2	CA AUDIT REPORT	
3	CANTEEN FUND	AGVB
4	EMAIL MONITORING	
5	ELECTRICITY FUND	
6	GAMES FUND	
7	GOLDEN JUBLEE FUND	AGVB
9	JIO + BSNL WIFI	
10	LABORATORY DEVELOPMENT FUND	SBI
11	LIBRARY XEROX MECHINE	
12	MAGAZINE FUND	
13	MORIGAON COLLEGE XEROX MECHINE FUND	
14	M P FUND	PNB
15	NSS FUND	AGVB
16	POOR FUND	
17	DBT STAR COLLEGE FUND	
18	P.M. RUSA	
19	SCHOLARSHIP	
20	TRASURY SINGLE ACCOUNT	
21	UNION & SOCIAL FUND	
22	SIKSHA SETU	

4. FILE MAINTAINED BY MADHURJYA PRASAD SARMA

SL NO.	NAME OF A/C	BANK A/C
1	ADVERTISEMENT / PERMISSION FILE	
2	COMMON ROOM FUND	
3	DHE FILE	
4	DISASTER FUND	SBI
5	EMAIL MONITORING	
6	GOVT. CONCURRENCE + PERMISSION & AFFILIATION & GU, PG, B.VOC, PGDDM & RELATED FUND.	
7	GU ANNUAL REPORT	
8	GU SUBJECT EXPART FILE	
9	LIBRARY FUND	
10	ROSTER	
11	RTI	
12	SAMARTH	
13	STAFF PROMOTION	
14	EXAM	


Dr. Lila Kanta Barthakur

Principal

Morigaon College

Principal,
MORIGAON COLLEGE

5. FILE MAINTAINED BY BHUPEN BHUYAN

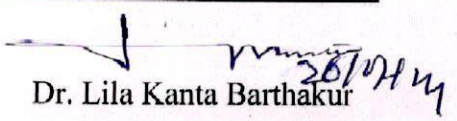
SL NO.	NAME OF A/C	BANK A/C
1	I- CARD FOR STAFF	
2	ADMISSION AND OTHER FEES COLLECTION AND RECEIPT BOOK RECORD	
3	ENROLEMENT RECORDS ALL CLASSES ACROSS ALL PROGRAMS/COURSES(BA,BSC,B.COM,BCA,B.VOC, PGDDM,PG)	
4	LICI CHEQUE ISSUE	PNB
5	LABORATORY FUND	SBI

6. FILE MAINTAINED BY BIMAN MAHANTA

SL NO.	NAME OF A/C	BANK A/C
1	ADD ON PROGRAMS RECORDS	
2	ADMISSION INTO INDOOR STADIUM	
3	APPOINTMENT	
4	DC OFFICE CORRESPONDENCE / EXTERNAL EXAMINATION	
5	DISASTER MANAGEMENT	
6	PUNCHING MACHINE	
7	EMAIL MONITORING	
8	EXAM FUND (M.C)	
9	G.B RESOLUTION	
10	HOSTEL FUND	PNB
11	LEAVE ATTENDENCE	
12	LEAVE REGISTER	
13	RAILWAY CONCESSION	
14	REGISTRATION HS/GU/PG	
15	RESULT OF ALL PROGRAMS & ALL CLASSES	
16	TEACHER WORKLOAD	
17	LATTER ISSUE	

7. FILE MAINTAINED BY KUSHESWAR MEDHI

SL NO.	NAME OF A/C	BANK A/C
1	COUNCIL/G.U. COMMUNICATION	
2	EXAMINATION RELATED GRIEVENCES OF STUDENTS	
3	NC/DC RECORD	
4	STOCK REGISTER/DEAD STOCK REGISTER	
5	WORK ORDER/ SUPPLY ORDER	
6	EXAMINATION HS/UG/PG	
7	INTERNAL EXAMINATION WORK	
8	SESSIONAL EXAMINATION	
9	LIFE STOCK	


Dr. Lila Kanta Barthakur

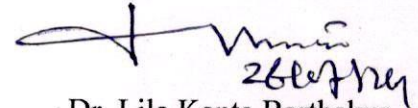
Principal
Morigaon College
Principal
Morigaon College

8. FILE MAINTAINED BY PRANJAL BORA

SL NO.	NAME OF A/C	BANK A/C
1	ADMISSION	
2	ADMISSION HS/UG/PG/HOSTAL/B.VOC	
3	ACQUITTANCE REGISTER	
4	B.VOC/BCA/PGDDM	
5	CERTIFICATE	
6	COMPUTER/PRINTER REPAIRING & MAINTANANCE	
7	DIGITAL PANAL BOARD , NOTICE, DIGITAL NOTICE BOARD	
8	EMPLOYEMENT EXCHANGE	
9	ELECTION	
10	LABORATORY RECORD	
11	PRACTICAL EXAM RELATED WORK SUCH AS EXAMINATION ANSWAR SCRIPT PKT, FORMS RECEIVED / DESPATCH ETC	
	ROUTINE	
12	U-DISE	
13	POSTAL DESPATCH	
14	LETTER RECEIVED	

9. FILE MAINTAINED BY MADHAB BORA

SL NO.	NAME OF A/C	BANK A/C
1	LIBRARY WORK AS INSTRUCTED BY LIBRARIAN	


Dr. Lila Kanta Barthakur
Principal
Morigaon College
Principal
Morigaon College