



# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/RO/OO/2022-23/007

July 15, 2022

## OFFICE ORDER

The department / floor allocation along with work distribution amongst existing Attendants / Peons is hereby made with immediate effect as per the details described herein under.

Sl.No.	Name of Staff	Department / Floor Allocated
1.	Mr. Chiranjivi Khadka	First Floor - Examination Department, Director's Office, VC Office, Meeting Room & General Office
2.	Mr. Pradeep Kumar Maurya	First Floor Laboratory, Third Floor Faculty Cabin & Institute Guest House (subject to presence of Guest)
3.	Mr. Amitava Chatterjee	First Floor - Director's Office, First Floor Faculty Cabin & Institute Guest House (subject to presence of Guest)
4.	Mr. Arvind Kumar	Third Floor – All Classrooms & all A&M Department Laboratories including Studio
5.	Mr. Panch Ram	Second Floor – Faculty Cabin, Classroom, all Laboratories, VCR & Medical Room
6.	Mr. Govind Singh	Ground Floor - Library, Placement Office, Meeting Room & Common Room – Boys & Girls
7.	Mr. Balu Banjade	Ground Floor – Library & Gardening (shall be attached with Mr. Govind Singh for routine work)

The work distribution in the respective department / floor is as per Annexure I.

Notwithstanding the above, the services of any attendant / peon may be required at any Floor / Department / on Holidays / on weekends / beyond working hours as per requirement of the Institute. Refusal of work and/or nonobservance of duty beyond working hours (as and when required) shall invite required disciplinary measures including suspension, minor/major penalty as per extant CDA rules of the Institute.

This issues with the approval of the Director.

*Abhisek M.*  
15-07-2022  
(Abhisek Mohapatra)  
Assistant Registrar

Copy forwarded for information to:

1. All above concerned
2. All member of faculty / staff – through email
3. P.A to Director for director's kind information
4. Personnel File – all above concerned
5. Institute Notice Board

## Annexure – I

### Work Distribution for Sr. No. 1 to Sr. No. 5 (in particular but not limited to) :

- (1) To continue existing jobs which are being performed by them in different department / section / floor / laboratory.
- (2) Shall be responsible to the concerned Department / Section In charge for discharge of duties.
- (3) Proper cleaning and dusting in the allotted section / department / floor including classroom and blackboard.
- (4) To open and close the doors and windows of the rooms and corridors.
- (5) To keep watch against damage of blackboard, electrical fittings, furniture in the classroom / offices.
- (6) To circulate notices and circulars to department / section staff as and when required and to fix the same on the notice board where necessary
- (7) To carry teaching aids and instrument gadgets to/from classrooms as may be necessary.
- (8) To help in tracing documents / papers / circulars / notices from offices / sections / departments to which he is attached, whenever necessary.
- (9) To do photocopying and distribution of related materials as and when required.
- (10) Any other duty that may be assigned from time to time related to the work nature of the post

### Work Distribution for Sr. No. 6 to Sr. No. 7 (in particular but not limited to) :

- (1) To continue existing jobs which are being performed by them in concerned department / library
- (2) Shall be responsible to the concerned Asst. Librarian / Section In charge for discharge of duties.
- (3) Proper cleaning and dusting of library books, furniture, electrical fittings of Library
- (4) To open and close the doors and windows of the library, corridors, Boys and Girls Common Room
- (5) To arrange the books and journals in the appropriate stack / almirah / rack.
- (6) To help in issue and return of the books, others to the students, teachers, staff, scholar etc.
- (7) To circulate notices and circulars of Library as and when required.
- (8) To receive demand slip from readers
- (9) To report about the damage of books, journals etc. to the Asst. Librarian / concerned Section In charge.
- (9) To do photocopying and distribution of related materials as and when required.
- (10) To look after Institute Garden
- (11) Any other duty that may be assigned from time to time related to the work nature of the post.

*Abhishek M.*  
15-07-2022