ORGANIZATION CHART

Chief Executive (Admin & Finance) ISI HQ Prof. CRE Raja, Centre Head ISI Bangalore Mr. Sadanandam Maanupati, Office Assistant 'A ecretarial works Centre Head's office, Minutes Estate & WAC Mr. B.K Ramamurthy, Attendant (Record) Store keeping Stock maintenance and distribution 'C' Physical Maintenance of records, non-Housekeeping Materials Inventory, Register maintenance Ms. Ashwini Tambe, Dv. Chief Executive Admin - 'A' clerical work, assisting in routine office worl General Administration, Personnel management, Establishment matters, CPIO RTI, HRD matters of centre, sorting indexing & recording, drafting, data entries, Supervise dispatch, cleaning upkeep, dusting, cleaning Medical/Insurance (put up by Section Officer Gen), Hindi Pakhwada, timely admin responses to Ministry and sanitation, gardening, water supply, cleaning and upkeep of parliamentary questionnaires through HQ, SC/ST/OBC/PwD cell commission matters, Filing timely annual of fixtures. Assist senior officials in all day to fields, gardens, tanks, premises, etc. while assisting the Civil day works as instructed on timely basis. outsource labour returns under Labour Laws, Independent handling of Legal matters, cases in Conciliation and Engineer/SAO Estate officer Adjudication - CGIT, HC, CAT, Labour court Tribunal, City Civil Court, Disciplinary matters, Admin member in committees- Standing Service Orders. Recruitments. Promotions review upgradations, Outsourcing committee Staff structure committee, ISI GPF, staff quarter allotments, APARs - Non-Faculty, GeM MiS report, oversee official visits from ministry, coordinating officer on behalf of Centre Head in RTI matters where Centre Head is FAA, Liaison and timely coordination with advocates legal counsels etc., engage empanelled govt. advocate counsels through Dept. of legal Affairs, Drafting responses to authorities, commissions etc., Timely drafting preparation of legal papers & written statements of objections, counter replies etc., & handing over to counsels advocates after Mr. Palash Chandra Karan, Senior Admin & vetting from Legal cell HQ for cases in various courts, attending in-person/online hearings in courts where needed, necessary admin coordinations with HQ/ other centres offices. Periodic meetings of admin and account with HQ. Estate Officer * Mr. R. Kalvanaraman, Admin Officer Convenor WAC, NIT preparation publishing as Assisted by subordinate staff working under Guest house, Canteen, Hostel, Transport, Outsourcing nuver consignee e-tendering execution purchase: Manpower Contract OiC, Security (DGR) OiC (NIT contract management GeM/e-procurement etc. preparation publish as buyer consignee/e-tendering & as OiC - construction, installation, campus execution of contracts GeM/e-procurement/purchases upkeep, civil, estate, including housekeeping, & arbitration.), General Purchases-GeM, E-Procurement electrical, AMC's repair maintainance, completio General Admin. Tendering, Bidding, CO asset certificate. Implementation of Eviction Acts, Mr. S. Vignesh, Office Assistant 'A' erification(Capital), Official events, General AMC-Water stock inventory verification. Verifying statutory Office works of DCE, Sr.AO & AO offices in admin, GEM purchases purifier. Arbitration & contracts - security, outsourcing dues of outsourced agency labours incl labour eporting/consulting Housekeeping & other purchases (under senior authorities). manpower, general AMC's, Verifying statutory dues of pay, PF, ESI and statutory deductions. Power Monthly reports of RTI, Consolidated monthly reports of all GeM the Senior Engineer outsourced agency labours incl labour pay, PF, ESI and supply, Water supply, Garbage waste & Civil ouyers, Filing of Annual labour returns for security, housekeeping & Civil ISI HQ statutory deductions. General scrap waste disposalsconstruction debris scrap segregate disposals manpower contracts, Assisting DCE with legal matters, Register furniture, vehicle etc, auctioning, Fire safety & auctioning, Arbitration contracts construction, maintenance sorting indexing & recording, drafting, data entries precautions, Infra support to hostel mess & Civil, Electrical, Estate etc, Estate related legal capital/revenue items purchases of general natter, Civil Electrical purchases, e-procurement admin/hostel/mess/canteen/GH, election matters. tender contracts AMCs. liasion with BBMP. Central stores of general admin, record keeping and BWSSR PWD RESCOM forest dept, other other day to day general admin matters, Assisted by external firms. Assisted by subordinate staff subordinate staff working under. Mr. L. K. Sriharsha, Section Officer (General) Assist In-charge CCC Associate Scientist 'C' Mr. Sagnik Chakraborty, Engineer (Civil) 'A' for General Purchase & AMC computer Civil construction/Installation hardware through GeM/e-procurement work/Operation, repair and maintenance Mr. Prabhu P, Engineering Mr. Krishnamurthy Herlay, Supervisor endering and bidding, UPS AMC EPABX etc Mr. M. Venkataravanappa/Mr. V. work. Liaison with external firms/Architects. (Electrical) Publish/upload NITs perpared with Ms. Sudipta Suman, Manager (GH) Gunashekhar, Supervisors (Auto) Assistant (Electrical) Statutory bodies, WAC, Preparation of (Guest House, Canteen, Official Language, Checking, Repairing and installation, esigns, estimates including financial budgets Flectrical renairs and maintenance permitted tech specs configurations by the Service/Repairs and maintenance, Infra support to hostel mess) Operation of electrical lines and equipment tender creator / GeM buyer consignee -Operation/Upkeep cleaning of institute estimate. Tender document civil purchases contracts prep tendering Boarding/Lodging, Billing, Store inventory, preparation, supply Installation, preparing estimates. Maintenance of Lifts. Scientific Assistant 'A' computer science vehicles. Maintaining Log book and get execution and mgmt, inspection, scrutiny of Assist room reservation, clearance of near Operations, AMC-Lifts, electrical electrical equipments & appliances, defect through associate scientist CCC, AMCs signed by passenger, Assist to OIC for hills completion certificate. Housekeeping. expiring groceries, Preparing menu, equipments & appliances, defect resolution, AMCs. Maintenance of pumps hotocopiers, Franking machine, Telephone curement of spare parts, Other materials gardening, Plumbing, water supply, sewage Estimating food quantities, Food wastage and control valves, Meter reading and billing resolution, Pumps operation, ostel room allotments, Issuance of ID cards Fuel and lubrication, Insurance premium and lines, Carpentry, Masonry, Estate upkeep, control. Events management, Verifying bills/BESCOM bills, (BESCOM), Requisitioning of materials, store Official Events, Joining/exit formalities of all taxes. RTO related matters. Drive institute Stock mgmt, Civil AMCs, etc., GeM-Buyer & Estimating/Procuring groceries, vegetables, keeping and record maintenance under staff, Dispatch, CO asset inventory (capital) Record maintenance under Officer Consignee, Civil construction debris scrap and Store mgmt, Maintenance and poultry etc., bills processing through AO, Officer In-charge Electrical. Assist senior In-charge Electrical, Assist senio waste segregated disposals auctioning unde Income and expenditure accounting officials in all day to day works as instructed undations of personnel files, General admir officials in all day to day works as Estate SAO statements through AO, Rosters preparation on timely basis. purchases GeM Buyer & Consignee, Assist instructed on timely basis of cooks & service boys through SO, canteer senior officials in all day to day works as oupons accounting, Store maintenance etc. instructed on timely basis Official Language implementation in consultation with Hindi Officer(HQ) Mr. T. Santosh, Driver 'A' Mr. Debasish Hazra, Security Guard 'A' Driving and Up keep, Cleaning vehicles, Perform security guards' duties, Keep strict Maintaining Log book and get it signed by Mr. B.S. Thimmappa, Attendant (Record) 'C' vigil & patrolling in entire campus & at the passenger, Take care of minor repairs campus gates, oversee duties of outsource Physical Maintenance of records, nonsecurity guards under AO, Gate pass-ensure erical work, assisting in routine office work no material allowed to go out of campus dispatch, cleaning upkeep, dusting, cleaning without authorised Officer signatory gate of fixtures, update of franking machine, Mr. Y.C. Gangadharaiah, Cook 'C' Dispatch/Dak Central Office, Files & record pass, registers maintenance, Fire fighting 8 Mr. G. Shantaraj, Attendant (Record) 'C' precautionary measures assistance & Listing menu listing ingredients & preparin keeping, assistance in official events. Assist Canteen coupons issuance & tally renewal of equipments licences to AO, food items, cleanliness and hygienic up keep senior officials in all day to day works as

supervisors, AO, warden

Notes:

Senior Admin Estate Officer reports to Centre Head and consults Senior Engineer and Engineer (Civil/Electrical) ISI Kolkata on technical matters Engineering (Civii, Electrical, safety operations, construction, installation, repair & maintenance etc.) Also reports to DCE Admin ISIBC on administrative matters

instructed on timely basis.

Senior Accounts Officer reports to Centre Head and functionally reports to DCE (Finance) ISI HQ. Also reports to DCE (Admin) ISIBC on administrative accounting matters

Date - 01 Sept 2022

untional reporting/consulting to the DCE(Finance), ISI HQ

Ms. N. Sarvamangala, Senior Acounts Officer ** Centre Accounts matters. Accounting of Externally funded projects & IGP. Preparation of BRS. Issue of UC & SE. Signatory for PFMS TSA account (DSC), Audits, finalization of Form-16, Approver-all online/NEFT transactions, Statutory payments online - TDS, GST, ncome tax etc., Member WAC, e-procurement, purchase, computer committees, GeM-DDO/PAO, Capital assets inventory record & verification, Timely processing year end closing of books of ccounts, timely inputs for annual financial reports, Operating FACT, HRM, Salary/Pension & Receipt payment softwares

Mr. Dhaneswar Dora, Accounts Officer

Processing of purchase, CPDA, Construction, Outsource agency Canteen & Guest house bills, Passing of journal vouchers, fund request to the head office, externally funded projects related works, LTC, GST reconciliation, GST TDS, GST output etc., receipts and payment account, Visiting scientist, project linked persons salary, stipend and fellowship bills. Timely verifications of bills & support does manual and online checks if all in order & timely assing of contractors agencies bills with timely fund requests afte thorough verification of statutory online payments & statutory online deductions including labour dues, PF, ESI, GST, TDS etc

Ms. Subha P.V, Section Officer (Accounts) Preparation of salary, pension, Income tax, journal vouchers entry, GeM payment, Bank transfers, receipts to SQC programs & others, student contingency grant

> Ms. Ashwini, N. Office Assistant 'B' Accounts related data entry, TSA payment related work, Bank books entries

ASHWINI TAMBE Dy. Chief Executive (Admin) **Indian Statistical Institute** Bangalore Centre 8th Mile, Mysore Road, RVCE Post, Bangalore - 560 059.

ubmission, Physical Maintenance of record

on-clerical work, assisting in routine office

work, cleaning upkeep, dusting, cleaning of

xtures. Assist senior officals in all day to day

works as instructed on timely basis.

of kitchen & dining, Utensils cleaning areas

etc., assistance to GH manager and AO

luring events in food preparations & dini

service. Assist senior officials in food

preparations as instructed on timely basis

INDIAN STATISTICAL INSTITUTE **Bangalore Centre** Sth Mile Mysore Road, R.V. College Post, Bangalore - 560059. India.