

**DUTIES OF STAFF OF ZIET, BHUBANESWAR**  
**COMMITTEES**

S.No.	Name of Committee	Name of Members	Remarks
1	Purchase / LPC	Sh. SK Nanda, TA (Maths)	Incharge
		Sh. Shitala Prasad, TA (Comm)	Member
		Sh. S. Jena, TA(Eco)	Member
		Sh. BK Samantaray, ASO	Member-Secretary
2	GeM Portal	Sh. DVK Varma, TA (Pri)	Buyer / Consignee
		Sh. Biswa Bag, TA (Lib)	Buyer / Consignee
		Sh. Amiya Ranjan Panda, JSA	Buyer / Consignee
		Sh. BK Samantaray, ASO	PAO
3	Furniture & Generator	Sh. S. Jena, TA(Eco)	Incharge
		Sh. VVA Rao, TA(Phy)	Member
		Sh. BK Samantaray, ASO	Member
4	Website & Blog Maintenance	Sh. DVK Varma, TA (Pri)	Incharge
		Sh. RK Gartia, TA(Pri)	Member
5	Maintenance & Repair	Sh. VVA Rao, TA(Phy)	Incharge
		Sh. SK Nanda, TA (Maths)	Member
		Sh. Shitala Prasad, TA (Comm)	Member
6	Newsletter	Sh. VVA Rao, TA(Phy)	Incharge
		Sh. Shitala Prasad, TA (Comm)	Member
		Sh. RK Gartia, TA(Pri)	Member
7	Cleanliness / Conservancy	Sh. RK Gartia, TA(Pri)	Incharge
		Sh. VVA Rao, TA(Phy)	Member
		Smt. Sabiha Shaikh, TA(Chem)	Member
8	Rajbhasha	Sh. S. Jena, TA(Eco)	Incharge
		Sh. Shitala Prasad, TA (Comm)	Member
9	First Aid	Sh. VVA Rao, TA(Phy)	Incharge
		Sh. Shitala Prasad, TA (Comm)	Member
10	Office & Course Stationary	Sh. Amiya Ranjan Panda, JSA	Incharge
		Smt. SL Padhy, SSA	Member
11	Catering	Sh. Biswa Bag, TA (Lib)	Incharge
		Sh. VVA Rao, TA(Phy)	Member
		Sh. BK Samantaray, ASO	Member
12	Computer & Peripherals	Sh. RK Gartia, TA(Pri)	Incharge
		Sh. Biswa Bag, TA (Lib)	Member
13	Logistics/ arrangement of workshops/ courses	Course Coordinators	
14	Library	Sh. Biswa Bag, TA (Lib)	Incharge
		Sh. SK Nanda, TA (Maths)	Member
		Sh. DVK Varma, TA (Pri)	Member
15	Photography & Videos/ Record Keeping	Sh. RK Gartia, TA(Pri)	Incharge
		Sh. DVK Varma, TA (Pri)	Member
16	RTI	Sh. S. Jena, TA(Eco)	Incharge
		Sh. BK Samantaray, ASO	Member
		Sh. SC Tripathy, Steno Gr.I	Member
17	Maintenance of Training Records (Preparation of Data base and day to day correspondence)	Sh. SC Tripathy, Steno Gr.I	Incharge
		Sh. Biswa Bag, TA (Lib)	Member
		Sh. DVK Varma, TA (Pri)	Member
18	Music	Sh. RK Gartia, TA(Pri)	Incharge
		Sh. VVA Rao, TA(Phy)	Member
19	Landline & Internet	Sh. S. Jena, TA(Eco)	Incharge
		Sh. Biswa Bag, TA (Lib)	Member
		Sh. SC Tripathy, Steno Gr.I	Member
20	A.V. Aids	Sh. RK Gartia, TA(Pri)	Incharge
		Sh. DVK Varma, TA (Pri)	Member
21	Gardening	Sh. RK Gartia, TA(Pri)	Incharge
22	Land & Building Matter.	Sh. SK Nanda, TA (Maths)	Incharge
		Sh. BK Samantaray, ASO	Member