

Sr. No.	Name of the staff	Work assigned
1.	Sri Bipin Kumar Panday, Superintendent E.Mail:- <a href="mailto:bipinkumarp.ms@iitbhu.ac.in">bipinkumarp.ms@iitbhu.ac.in</a> Mobile No:-8210722191 	All Supervisory Works of DOFA Unit.
2.	Sri S M H Rizvi, Junior Superintendent E.Mail:- <a href="mailto:srizvi.ms@iitbhu.ac.in">srizvi.ms@iitbhu.ac.in</a> Mobile No:- 9565927863 	<ol style="list-style-type: none"> <li>1. Faculty Recruitment</li> <li>2. <b>IFAC &amp; ISFAC</b> Meeting</li> <li>3. Online application for Faculty Positions</li> <li>4. <b>BOG</b> Matters</li> <li>5. <b>DFAC</b> Matters</li> <li>6. Faculty <b>Selection Committee Matters</b>.</li> <li>7. <b>HAG Scale</b>(Revised Pay Level 15) related work.</li> <li>8. Any other work as assigned by the superior authority from time to time.</li> </ol>
3.	Sri Abhishek Mishra, Junior Superintendent Email:- <a href="mailto:amishra.ms@iitbhu.ac.in">amishra.ms@iitbhu.ac.in</a> Mob:- 9935207036 	<ol style="list-style-type: none"> <li>1 Matters related to <b>CPDA</b>&amp; Issue of <b>NOC for Visa Purpose</b>.</li> <li>2.Forwarding of applications for <b>various Awards, Fellowship &amp; Honorary Positions, etc</b>.</li> <li>3.Coordination with the Technical Team for Faculty Recruitment Online Portal.</li> <li>4. Matters related to Relocation Charges of Faculty Members.</li> <li>5. Accommodation related matters.</li> </ol>
4.	Sri Ritesh Singh, Senior Assistant E.Mail:- <a href="mailto:ritehss.ms@iitbhu.ac.in">ritehss.ms@iitbhu.ac.in</a> Mobile No:- 9026713959	<ol style="list-style-type: none"> <li>1. <b>RTI Matters</b> and Reports</li> <li>2. Forwarding of applications &amp; NOC for <b>Outside Employment</b>.</li> <li>3. Disposal of letters/emails received from <b>MHRD, Lok Sabha/Rajya Sabha</b>(related to Faculty data).</li> <li>4. Action on Minutes regarding confirmation, regularization and placement from <b>Pay Level 12 to 13A1</b></li> <li>5. Maintaining data of all regular faculty members and <b>Monthly DOFA Portal</b> regarding faculty list.</li> <li>6. Disposal of Grievances/Complaints received from <b>Public Grievance Portal</b>.</li> <li>7. <b>Disposal of Internal Complaints/Query (Faculty Members)</b> on various matters.</li> <li>8. Any other work as assigned by the superior authority from time to time.</li> </ol>
5.	Ms. Ravisha, Post:- Senior Assistant E.Mail:- <a href="mailto:ravishar.ms@iitbhu.ac.in">ravishar.ms@iitbhu.ac.in</a> Mobile No:- 7275468190	<ol style="list-style-type: none"> <li>1. All kinds of <b>Leave matters</b> of <b>regular</b> faculty members.</li> <li>2. Any other work as assigned by the superior authority from time to time.</li> </ol>

		
6.	<p>Mr. Sonu Kumar, Senior Assistant E.Mail:- <a href="mailto:sonukr.ms@iitbhu.ac.in">sonukr.ms@iitbhu.ac.in</a> Mobile No:- 9792822438</p> 	<ol style="list-style-type: none"> <li>1. <b>Pay fixation, Pay Protection, Increments etc.</b></li> <li>2. <b>Counting of Past Services.</b></li> <li>3. Retirement benefits under <b>GPF/CPF/NPS Scheme.</b></li> <li>4. <b>Reservation</b> related matters.</li> <li>5. Preparation of <b>summary sheet</b> regarding faculty recruitment at the time of Interview.</li> <li>6. Document verification at the time of Interview and at the time of joining.</li> <li>7. <b>Re-employment</b> of Faculty Members.</li> <li>8. NIRF/AISHE Data Verification.</li> <li>9. All matters including leave of faculty members other than regular (Institute Professor, Visiting Faculty, Emeritus Professor, Adjunct Faculty, Adjunct Honorary Faculty, DST Inspire Fellow, Ramanujan Fellow, UGC Emeritus Fellow, Institute Chair, Re-employed Faculty, Faculty whose services are extended etc.</li> <li>10. Any other work as assigned by the superior authority from time to time.</li> </ol>
7.	<p>Shri Vikram, Skilled Staff(Ex-Cadre) E.Mail:- <a href="mailto:vikramvns89@gmail.com">vikramvns89@gmail.com</a> Mobile No:-7499634906</p> 	<ol style="list-style-type: none"> <li>1. Faculty Recruitment Related Work.</li> <li>2. Diary of all <b>Inward Dak.</b></li> <li>3. Dispatch of <b>Dak</b></li> <li>4. Dispatch of application forms for faculty position to concerned Departments/Schools.</li> <li>5. Record management of all applications received and dispatched to the Departments/School.</li> <li>6. Any other work as assigned by the superior authority from time to time.</li> </ol>
8.	<p>Shri Durga Das Sahani, Daily Wager E.Mail:- <a href="mailto:durgasahani1@gmail.com">durgasahani1@gmail.com</a> Mobile No:- 9005840352</p> 	<ol style="list-style-type: none"> <li>1. <b>NOC for Passport</b> and its confirmation.</li> <li>2. <b>Various Recoveries</b> of faculty members on <b>Deputation.</b></li> <li>3. No Dues Certificate for <b>Retirement/Terminal Benefits.</b></li> <li>4. Circulation of joining reports of new faculty members.</li> <li>5. Maintaining of annual immovable property of faculty members</li> <li>6. Sending of ACR/APAR of Faculty Members for regularization/confirmation/Placement from Pay Level 12 to 13A1 and action thereon.</li> <li>7. Matters related to Relocation charges of faculty members.</li> <li>8. <b>Rajbhasha Report</b></li> <li>9. Any other work as assigned by the superior authority from time to time.</li> </ol>
9.	<p>Ms. Anchal Chaurasia, 7651843037</p>	<ol style="list-style-type: none"> <li>1. <b>Leave Matters.</b></li> <li>2. Any other work as assigned by the superior authority from time to time.</li> </ol>
10.	<p>Sri Ravi Kumar Singh Designation : Unskilled (Contractual Staff) Email: <a href="mailto:ravivnsingh1977@gmail.com">ravivnsingh1977@gmail.com</a></p>	<ol style="list-style-type: none"> <li>1. <b>All Supporting work</b></li> </ol>

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