

INDIAN STATISTICAL INSTITUTE, KOLKATA

ADMINISTRATIVE SERVICES DIVISION

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
1.	Shri Ravinder Kumar (Roll No.: 9630) Chief Executive (Administration & Finance)	Overall In-Charge of the General administration, personnel management, security, budget, finance and accounts of the Institute. He shall exercise all powers as laid down in the Standing Service Order (SSO) and, also such powers, as delegated to him by the Director from time to time on financial and administrative matters. Being the principal officer in overall control of the administrative services division, he shall function as the Member-Secretary of the JCCs (Non-Scientific) and Non-Member Secretary of the Council within the purview of the function of the Chief Administrative Officer as included in the Memorandum of Association and Regulations of the Institute. He shall liaise with the concerned Ministries in the Central Government, other bodies, Committees etc. as and when necessary.	25752251	ceaf@isical.ac.in

Administration

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
2.	Lt Col Sandeep Pal (Roll No.: T/417) Deputy Chief Executive (Admn.) 'B'	He will be In-Charge of the Stores and Purchase Unit, Despatch, Audio-Visual Unit, Printing and Publication Unit, Auditorium, E.P.A.B.X Unit, Hostels, Electrical Maintenance Unit, Guest House, Canteen and Outsourced Canteen. He will also act as a Nodal Officer of E-Procurement Service under GeM.	25752071	dceb@isical.ac.in
3.	Shri Pratyush Banerjee (Roll No.: 9483) Deputy Chief Executive (Admn.) 'A'	He will be In-Charge of the Human Resource Development Unit, Legal Cell, and Vigilance/Grievance Cell. He will also act as a CPIO for Faculty workers, He will also be responsible for the preparation of replies to all queries from the Ministry of Statistics and Programme Implementation within the stipulated time.	25752252	dceest@isical.ac.in


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4.	Major Akhilesh Kumar (Roll No.: 9667) Deputy Chief Executive (Admin.) 'A'	He will be In-Charge of the Medical Expenses and Reimbursement Unit, Medical Welfare Unit, Security Unit, Import/Travel Cell, Estate Office, Transport Unit, Public Relations Unit, and Training Programme for the workers of the Institute.	25752253	majorak17@isical.ac.in
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Estate Office, Despatch, M.E.R.U. and Official Language Cell

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
5.	Shri Manoj Kumar Pandey (Roll No.: 9314) Senior Administrative Officer	He will be responsible for the Estate Office, Despatch, Medical Expenses & Reimbursement Unit (MERU), Official Language Cell and Auditorium.	25752061	officer.estate@isical.ac.in

Transport, I.S.E.C., R.C.B.C.C.S., DBT and DigiLocker

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
6.	Smt. Madhumita Paul (Roll No.: T/424) Senior Administrative Officer	She will be responsible for the Transport Unit including Buyer and Consignee for the Unit and maintenance of its budget, Internship, apprenticeship and placement-related work, Maintaining ranking data for NIRF and other Government Bodies, Implementation of DigiLocker (NAD), Nodal Officer for Direct Benefit Transfer data uploading on DBT Portal. She will act as a part-time officer for administrative work in the International Statistical Education Centre (I.S.E.C.) and a part-time officer for administrative work in the R.C. Bose Centre for Cryptology & Security (R.C.B.C.C.S.), Kolkata.	-	madhumitapaul2006@gmail.com

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Dean's Office

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
7.	Shri Raj Narayan Mukherjee (Roll No.: 8322) Senior Administrative Officer	He will be responsible for the Dean's Office, CPIO for RTIs about the students and research fellows	25752072 25752502	officer.deansoffice@isical.ac.in

Personnel Unit

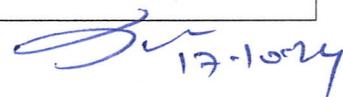
Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
8.	Shri Partha Bhattacharya (Roll No.: 8705) Administrative Officer	He will act as an Officer-in-Charge of the Personnel Unit and be responsible for maintaining faculty workers', non-faculty workers', contractual workers' and PLP's personal files/service-book related matters	25752276	officer.pu@isical.ac.in

Hostels and Canteen

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
9.	Shri Rajib Kumar Bardhan (Roll No.: 8535) Administrative Officer	He will be responsible for the Dean's Office, Hostels, E.P.A.B.X., Canteen & Outsourced Canteen, and Medical Welfare Unit.	25752506	officer.epbx@isical.ac.in

H.R.D. Unit, P.R.U. and Legal Cell

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
10.	Shri Utpal Mahato (Roll No.: 9535) Administrative Officer	He will be responsible for the Human Resource Development Unit, Public Relations Unit and Legal Cell.	25752258	officer.legal@isical.ac.in


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Stores & Purchase, P.P.U. and Audio-Visual Unit

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
11.	Shri Subhajyoti Das (Roll No.: 9544) Administrative Officer	He will be responsible for the Stores and Purchase Unit, Printing & Publication Unit, Import/Travel Cell and Audio-Visual Unit.	25752171	officer.snp@isical.ac.in

Director's Office

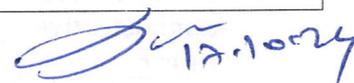
Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
12.	Shri Arpan Biswas (Roll No.: 9490) Administrative Officer	He will be responsible for the Director's Office, Medical Insurance, Liaison Officer, and Co-ordinating Officer on behalf of the first Appellate Authority.	25753301	officer.diroffice@isical.ac.in

C.E.(A&F)'s Office, Council Section and ISI Giridih Branch

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
13.	Shri Praveen Kumar (Roll No.: 9672) Administrative Officer	He will be responsible for the Office of the Chief Executive (Administration & Finance), and the Council Section. In addition, he will also assist the In-Charge, Giridih Office for administrative matters and look after all the legal matters related with Giridih Office, Indian Statistical Institute, as and when required.	25752152	officer.giridih@isical.ac.in officer.council@isical.ac.in

Guest House

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
14.	Shri Suprativ Biswas (Roll No.: 9423) Manager (Guest House) 'B'	He will be responsible for the Guest House. He will also assist the I.S.E.C., Member-Secretary.	25755960	guesth@isical.ac.in, managerguesth@isical.ac.in


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Engineering Unit (Civil)

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
15.	Shri Avijit Ganguly (Roll No.: 9457) Senior Engineer (Civil)	He will act as an In-Charge, Engineering Unit.	25752151	seniorengineer@isical.ac.in.

Electrical Maintenance Unit

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
16.	Shri Rabindranath Raul (Roll No.: 9416) Engineer (Electrical) 'B'	He will act as an In-Charge, Electrical Maintenance Unit.	25752076	officer.emu@isical.ac.in

Security Unit

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
17.	Shri Khushal C Junghare (Roll No.: 9275) Security Officer	He will act as an In-Charge, Security Unit.	25752051	securityofficer@isical.ac.in


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Finance

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
18.	Shri Amitava Mukherjee (Roll No.: 9308) Deputy Chief Executive (Finance) 'B'	He will be responsible for the preparation and submission of final accounts of the Institute, checking and passing of bills and vouchers, submission of monthly/quarterly progress reports of expenditure to the higher authorities, dealing with the provident fund, cash and bank transactions, tax matters including assessment. He also liaises with banks, financial institutions, and Government departments and co-ordinates with the branches and centres in the matter of finance and timely submission of accounts and expenditure. He is responsible for general administration of the accounts department, timely audit of annual accounts dealing with audit objections and submission of proper replies in respect of both statutory and government audits. He also supervises the work of the Sr. Accounts Officers/Accounts Officers posted under him and reports to the Chief Executive (Administration and Finance).	25752322, 25752351 (P.F)	amukherjee@isical.ac.in

Accounts and Retirement Benefits

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
19.	Shri Debasish Chakraborty (Roll No.: 9450) Deputy Chief Executive (Finance) 'A'	He will be responsible for the GST Returns and GST TDS Returns; Income Tax Returns; FCRA Returns; Co-ordinating with Auditors – C&AG Audit, Statutory Audit, Tax Audit; GST Annual Return and Reconciliation works thereof; Trail Balance; Participating in Preparation of Books of Accounts & Statement of Accounts and preparing/reviewing Schedules to Balance Sheet and Income & Expenditure Account; Settlement of Invoice/bills of foreign vendors (Library bills of foreign vendors, bills of service contracts of foreign vendors, etc.); Settlement of Honorarium bills of Foreign/NRI visitors (for talks/lectures/seminars); Settlement of Honorarium bills of Foreign/NRI Thesis examiners; Looking after Per Diem cases of faculties/students where foreign currency is involved; Liaison/making correspondence with Ministry, Banks, Tax Authorities, Auditors, Units/Centres/Branches etc. as and when required; and Other official works as and when entrusted to him by the competent authority. In addition to his above assignments, he will also hold the charge of the Retirement Benefit Cell of the Institute, Kolkata.	25752364	officer.itaxext@isical.ac.in


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Internal Audit and Budget

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
20.	Shri Rupesh Kumar S (Roll No.: 9662) Deputy Chief Executive (Finance) 'A'	He will act as an In-Charge of the Internal Audit Cell. He will be responsible for the Evaluation of Budget planning for procurement of Capital items and general expenditure, Reconciliation of expenditure and receipt of TSA and Non-TSA Account, Expenditure from Corpus fund of the Institute, and Actuarial assessment for pension benefits and terminal benefits i.e. pension, Gratuity, commutation, Encashment of Leave, etc.	25752364	rupeshkumar@isical.ac.in
21.	Shri Dilip Kumar Halder (Roll No.: 8716) Accounts Officer	He will be responsible for handling of the payment of Pension & other terminal benefits along with Pay Roll. He will also look after the regular pay journal posting and handling Govt. Audit, Internal Audit Cell, and A.L.L.	25752743	officer.estb@isical.ac.in

Accounts

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
22.	Shri Sujan Dutta (Roll No.: 9369) Senior Accounts Officer	He assists Dy. Chief Executives (Finance) in administration and supervision of Accounts Department. Handles staff payment functions. Entrusted with the job of PFMS and TSA. Deals in externally funded projects as well.	25752360, 25752357	officer.cash@isical.ac.in, officer.tadaltceca@isical.ac.in
23.	Shri Santanu Bag (Roll No.: 8342) Accounts Officer	He is posted in Provident Fund Unit and handles P.F function as also payment of Contingent Bills and Project Linked Personnel (PLP) Salary, in addition to the House Building Advance Cell and Stores & Purchase Unit as and when required.	25753270	officer.contingency@isical.ac.in
24.	Shri Umesh Shaw (Roll No.: 8747) Accounts Officer	He will be responsible for endowment funds and ERS, Honorarium. He also assists in the Billing Section.	25752354	officer.endowment@isical.ac.in
25.	Shri Vineet Kumar (Roll No.: 9557) Accounts Officer	He will be responsible for accounting of Bills, Handling GST & other Taxation matters. Preparation of Financial Statement of Accounts.	25752350	officer.tskol@isical.ac.in

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26.	Shri Raj Kishor Prasad (Roll No.: 8741) Accounts Officer	He will be responsible for the preparation of the pay bill Register.	25752362	rajkoshor8741@yahoo.in
27.	Shri Sukhendu Majumder (Roll No.: 9575) Accounts Officer	He will be responsible for the Externally funded Project.	25752725	msukhendu77@gmail.com

R.C. Bose Centre for Cryptology & Security

(Accounts, Finance and Administration)

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
28.	Shri Debojyoti Ghosh (Roll No.: 9659) Accounts Officer	He will be responsible for the R.C. Bose Centre for Cryptology & Security	N.A.	debojyoti@isical.ac.in


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Medical Welfare Unit

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
29.	Dr. Himajit Debnath (Roll No.: 9335) Resident Medical Officer	He is posted in the Medical Welfare Unit.	25755003	rmoic@isical.ac.in
30.	Dr. Arpita Konar Basak (Roll No.: 9353) Resident Medical Officer	She is posted in the Medical Welfare Unit.	25755003	rmo@isical.ac.in
31.	Dr. Sumit Chattopadhyay (part-time contractual) ENT Specialist	He has been engaged as an ENT Specialist in the Medical Welfare Unit.	25755003	drsumitonline@gmail.com
32.	Dr Swarup Pathak (part-time contractual) EYE Specialist	He has been engaged as an EYE Specialist in the Medical Welfare Unit.	25755003	pathakswarup@gmail.com
33.	Dr. Anirban Basu (part-time contractual) Psychiatrist	He has been engaged as a Psychiatrist in the Medical Welfare Unit.	25755003	basuanirban1972@gmail.com
34.	Dr. Sharmistha Basu part-time contractual) Psychological Counsellor	She has been engaged as a Psychological Counsellor in the Medical Welfare Unit.	25755003	sharmisthabasu3@gmail.com


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