UNIVERSITY OF GOUR BANGA

OFFICE OF THE REGISTRAR

Ref. No.: 887/UGB/R-26 Date: 30/10/2026

OFFICE ORDER

Subject: Internal Transfer and Reallocation of Duties of Staff Members in the Interest of the University

In the interest of administrative efficiency, optimal utilization of human resources, and the smooth and effective functioning of various departments and offices of the University, the Hon'ble Vice-Chancellor has been pleased to approve the following internal transfers and reallocation of duties with immediate effect:

1. **Details of Transfer and Reallocation of Duties**

Sl. No.	Name of Staff Member	Existing Place of Posting	Revised Place of Posting	Additional Duties/Remarks
1	Dhiraj Kumar Choudhary	Office of the Deans	Departments of Computer Science and Economics	Responsibilities in both departments, with appropriate dual reporting arrangements.
2	Biplab Mandal	As per existing posting	Office of the Vice-Chancellor	Additional duties at the Office of the Dean(s) and the Office of the Director, IQAC. Temporary seating arrangement at the Office of the Dean(s).
3	Deboshree Lahiri Roy	Office of the Deputy Registrar	Department of Library and Information Science	—
4	Pintu Kumar Saha	Office of the Deputy Registrar	Department of Geography	—
5	Soma Mukherjee	Office of the Registrar	Office of the Deputy Registrar	—
6	Atanu Roy	Department of Geography	Office of the Registrar	—
7	Himadri Chakraborty	Central Library	Office of the Vice-Chancellor	Additional duties relating to the Office of the Registrar, Web Services and Domain Management, and e-SAMARTH. Temporary seating arrangement at the Office of the Registrar.
8	Arundhati Kundu	Department of Zoology	Central Library	—

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Sl. No.	Name of Staff Member	Existing Place of Posting	Revised Place of Posting	Additional Duties/Remarks
9	Sampa Mitra (Ghosh)	Department of Bengali	Department of Zoology	—
10	Avirup Bhattacharjee	Department of Library and Information Science	Department of Bengali	—
11	Sankha Jana	Departments of Computer Science and Economics	Office of the Controller of Examinations	To serve exclusively in the Office of the Controller of Examinations.
12	Partha Majumder	Office of the Inspector of Colleges	Office of the Inspector of Colleges (continuation of existing posting)	Additional duties at the Office of the NSS Coordinator.
13	Jiten Mandal	As per existing posting	Office of the Vice-Chancellor	Additional duties at the Office of the Dean(s).
14	Paritosh Roy	Department of Botany	Office of the Controller of Examinations	—
15	Dilip Kumar Mandal	Office of the Controller of Examinations	Department of Botany	—
16	Usha Mandal	Office of the Vice-Chancellor, including existing attachment to the Office of the Dean(s)	Office of the Controller of Examinations	Existing attachment to the Office of the Dean(s) shall cease upon transfer.

2. Date of Joining and Assumption of Duties

All staff members concerned shall report for duty at their respective revised places of posting and assume their assigned duties on or before 2 November 2026, without fail. The respective Heads of Departments, Coordinators, and Controlling Officers shall ensure the timely release of the staff members concerned, wherever applicable, and facilitate the proper handover and takeover of official records, files, responsibilities, and other charges to ensure continuity of administrative and academic activities.

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The respective Heads of Departments, Coordinators, and Controlling Officers shall ensure strict compliance with the directions contained herein. Any difficulty in implementation or instance of non-compliance shall be brought to the notice of the competent authority for appropriate action in accordance with the applicable rules and regulations of the University.

This Order shall take effect immediately.

30/10/2026

Professor Jyotsna Saha
Registrar (Additional Charge)
University of Gour Banga

Registrar (Additional Charge)
University of Gour Banga
MALDA (W.B.)

Copy forwarded for information and necessary action to:

1. All staff members concerned.
2. The PA to Hon'ble Vice-Chancellor, University of Gour Banga.
3. The Dean(s), University of Gour Banga.
4. The Director, IQAC.
5. The Controller of Examinations.
6. The Librarian, University of Gour Banga.
7. The Deputy Registrar, University of Gour Banga.
8. The Inspector of Colleges, University of Gour Banga.
9. The NSS Coordinator, University of Gour Banga.
10. All concerned Heads of Departments and Coordinators, University of Gour Banga.
11. All concerned Controlling Officers.
12. University Website
13. Office of the Registrar/Guard File.