



AMRITA: SOE:ADMN:DOE/44/2018

Circular

10.12.18

For more efficient functioning and optimization of manpower, re-allotment of attendants to various departments/center is done and the same is attached.

Duties and Responsibilities of them are detailed below.

- The assignment of the department is only for administrative convenience, but should take up any duties as and when assigned.
- Class rooms to be opened and closed as per the assignment.
- Assisting the Head/Chairperson of the Department in moving files/photocopying and any other official work.
- Assisting the staff of the dept. in file movement
- Take up duties as and when assigned by the Deputy Manger- General Administration
- Attendants listed in the **Common pool** will be positioned in Estate Office/Anokha office and they will be assigned to various departments need based. When any special additional task arises; the Department may call General Admin office (Ph.5903) for allocation.

This will come into effect from 14-12-2018

  
Dr S. Mahadevan – Deputy Dean 10.12.18

All Chairpersons- ASE, Dept. of Communication, MSW and Coordinator, Cultural Education Dept.

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Br. Muthumani- Kitchen, Central Library, Physical Education Dept., Estate Office, Transport Department.

Pro Chancellor's Office

Vice Chancellor's Office

} For information please.