

དབུས་གཞུང་ནང་པའི་རིག་གནས་མཐོ་སྤྲོད་ཁང་། རྫོང་ཚོལ་ གློ་ ལ་དྲགས།

Central Institute of Buddhist Studies

(Deemed University)

Choglamsar, Leh-194104 (Ladakh) J&K

केन्द्रीय बौद्ध विद्या संस्थान, चोगलमसर, लेह-लद्दाख

(समवत विश्वविद्यालय)

Tele/ Fax – 01982 –264391 E-mail: cibsladakh@gmail.com

Website: www.cibs.ac.in

No.CIBS/Estt/1-163/1043

Dated: 07/011/2019

ORDER

In the interest of the Administration the redistribution of office works is hereby made as mutual understanding by the Storekeeper and Care taker of this Institute. Their work assignment as under to till further order.

S.No.	Name of the officers officials.	Designation	Assignment of Work
1.	Shri Nawang Tonzang	Storekeeper	1. All works relating to cashier in addition to Preparation of pay bills, Stipend of BDSV, DPS and Quarter allotment file.
2.	Shri. Tsewang Gyatso	Care taker.	1.All works relating to storekeeper. 2. To supervises the Class-IV employees.
3.	Shri. Lobzang Angdu.	Gonpa Teacehr	1. To maintain records of all work relating to text books and typing work of new syllabi. 2. Text books issue to students with previous team.

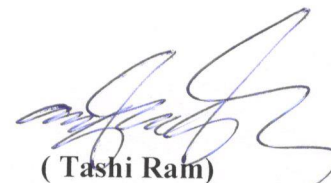
All the records keepers are directed to hand –over and take over the charges as assigned to them in the statement with immediate effect. All the records keepers will maintain an Index register of all the files lying under their charges.

Sd/-

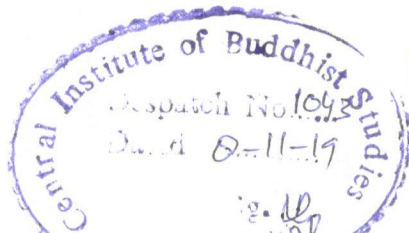
(Prof. Konchok Wangdu)
Director.

Copy for necessary action:

1. Shri. Nawang Tonzang, Storekeeper, CIBS.
2. Shri. Tsewang Gyatso, Care Taker, CIBS.
3. Shri. Lobzang Angdu, Gonpa Teacher, CIBS.
4. Office Order files.
5. Personal Files.
6. Concerned files.


(Tashi Ram)

Additional Administrative Officer





དབུས་གཞུང་ནང་པའི་རིག་གནས་མཐོ་སློབ་ཁང་། ལྷོ་གཞུང་། ལྷོ་ཡ་དྲགས།

Central Institute of Buddhist Studies

(Deemed University)

Choglamsar, Leh-194104 (Ladakh) J&K

केन्द्रीय बौद्ध विद्या संस्थान, चोगलमसर, लेह-लद्दाख

(समवत विश्वविद्यालय)

Tele/ Fax – 01982 –264391 E-mail: cibsladakh@gmail.com

Website: www.cibs.ac.in

No.CIBS/Estt/1-163/578(x)
Dated: 06/08/2018

ORDER

In the interest of the Administration the redistribution of office works is hereby made on the enclosed works distribution statement.

All the records keepers are directed to hand –over and take over the charges as assigned to them in the statement with immediate effect.

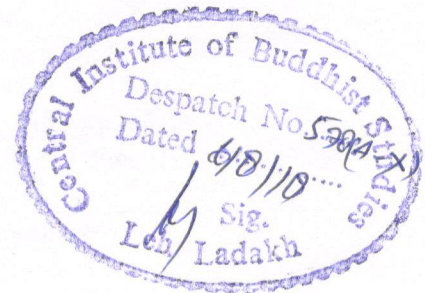
All the records keepers will maintain an Index register of all the files lying under their charges.

Sd/-

(Prof. Konchok Wangdu)
Director.

Copy for necessary action:

1. Shri. Eshey Stanzin, Office Suprintendant, CIBS.
2. Shri. R.S. Chauhan, Accountant, CIBS.
3. Shri. Tsultim Gyatso, Head Assistant, CIBS.
4. Shri. Tsering Sangrup, P.A to Director, CIBS.
5. Shri. Konchok Angdus, Steno, CIBS.
6. Dr. Thinlas Gyurmat, Translator, CIBS.
7. Smt. Phunchok Dolma, UDC, CIBS.
8. Smt. Shashi Rawat, UDC, CIBS.
9. Smt. Rinchen Angmo, UDC, CIBS.
10. Rigzin Angmo, UDC, CIBS.
11. Smt. Rigzin Angmo, LDC. CIBS.
12. Shri. Nawang Tonzang, Storekeeper, CIBS.



15

Work distribution of Administrative Staffs of the Central Institute of Buddhist, Studies, Choglamsar, Leh-Ladakh. (Deemed University).

Account Section

S. No	Name of the officers officials.	Designation	Assignment of Work
1.	Sh. R.S. Chauhan.	Accountant	1.Scrutinizing of bills viz pay,TA.LTC, Contingency, Stipend, Library correspondence files. 2.Preparation of Annual Accounts & Audit Report. 4. Cases relating to accounts. 5.Settlement of observation of Audit Report.
2.	Smt. Rinchen Angmo	UDC	1. General Correspondence file TA/DA.,LTC, Contingency, Advance, Hostel fuel,Medical reimbursement, educational tour, Sports & Games, Annual Function etc. 2. Accounts Section typing work. 3. Annual Report of the Institute and all accounts related files.
3.	Shri Nawang Tonzang	Storekeeper/Cashier	1. All works relating to cashier in addition to storekeeper.
4.	Smt. Rigzin Angmo	UDC	1. File of C.P Fund, Ledger, Broadsheet Gonpa Stipend, and General Stipend, CIBS.
5.	Shri. Tsewang Gyatso	C.T	1. Preparation of all pay bills. 2. Stipend of BDSV and DPS. 3. Text Book 4. Quarter Allotment File. 5. To supervise the Class-IV employees.
6.	Smt. Rigzin Angmo	LDC	1 Stationery store. 2 Publication Store. 3 Dispatch and Dairy Register 4. Old records.

Establishment Section.

S.No.	Name of the officers officials.	Designation	Assignment of Work
1.	Shri Eshey Stanzin	Office suprtnd.	1. Personal File and service records of DPS, Zakr. 1. I/C Museum. 2. Maintenance of all records of DPS. 3. Personal file and service records of Gonpa and Nunnery School. 4. I/C Museum 5. I/C MRC & MCC 6. Conservation/Preservation of Ladakhi Arts
2.	Shri Tsultim Gyatso	Head Assistant	1. Service Books of Teaching & Non-teaching staff. 1. Attendance Register of Non-teaching staffs. 2. Index Register. 3. Miscellaneous files. 4. ACPs/MACPs Correspondence. 5. Regular Promotion Correspondence. 6. Holiday List File. 7. Promotion of Buddhist Teaching and Learning. 8. Information regarding deployment of personal with the Ministry of Culture. 9. Regarding the sexual Harassment on working place. 10. Data for census of Central Govt Employees. 11. Survey on Higher Education to prepare a sound Database on Higher Education. 12. Attachment/Detachment Correspondence File. 13. Appointment of Head of the Department. 14. Work distribution of Administrative staffs.
3.	Smt. Phunchok Dolma	UDC	1. Personal files of teaching & non teaching staffs including contractual, BDSV & Project employees. 2. LTC/HTC Permission Correspondence. 3. To make all entries in service records. 4. File Regarding Amchi Section. 5. To maintain the Casual leave Register of teaching and non-teaching employees. 4. Implementation of New Pension Scheme. 5. Increase of Remuneration to the Contractual employees of CIBS, leh.



Examination Department.

S.No.	Name	Designation	Assignment of Work
1	Shri Tsering Choldan	Lect.	The Incharge of Examination Department will carry out the day to day work neat and clean as per details given below: 1. To maintain and issue of Migration Certificate, provisional Certificate, leaving certificate, transfer certificate, date of birth certificate etc. Beside, They will also maintain the records relating to Sowa Rigpa Degree, Traditional Degree, other Degree and Admission Register etc. 2 Bill pass correspondence file. 3 Fees and Stationery file. 4 Printing of Marks card, Answer Sheet etc. 5 Issue of examination form. 6 Issue of registration number, Admission Number, roll number, Serial Number of A&B copy etc. 7 Stock Register, Posting letter to paper setter register, collection of question paper register, paper moderation Register etc. 8 Final student's list and photo copies. 9 Making docket during the examination. 10. Junior Wing typing work etc. 11. Relating to all examination correspondence Files etc.
2.	Mrs. Shashi Rawat	UDC	
3.	Rev. Konchok Gyatso	G.T	
4.	Tashi Namgyal	G.T	

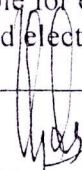
P.A to Director /Steno/ Translator and Soft wire Engr.

S.No.	Name of the officers/ officials.	Designation	Assignment of Work
1.	Shri Tashi Sangrup	P.A	In addition to day to day P.A works he will also attend the following: 1. Submission of ACRs files. 2. Guest House Correspondence file. 3. File relating to Deemed University. 4. Seminars correspondence. 5. Time Table.
2.	Shri Konchok Angdus	Steno	In addition to day to day Stenography he will also attend the following works: 1.Records of Finance Committee 2.Records of Board of Management 3.RTI Act-2005 Correspondence 4.Construction correspondence. 5.Repairs/Restoration/Renovation of old /new campus. 6.Representation of SC, ST &OBC reg. Special vacancies for person with disabilities reg. etc. 7.Prime Minister 15 points programme. 8.Advertisement File. 9.Optimization of Direct Recruitment. 10Group wise sanctioned strength and vacancy position. 11.Annual Report reg. Minority Affairs. 12.Misc. correspondence. 13. Sawatch Bharat Abiyan Correspondence file.
3.	Dr. Thinlas Gyurmat	Translator	1. Relating to all translation work of Bhoti/Tibetan books into Hindi and English and their computerization and monthly progress report submit to office. 2. File reg. Hindi language.
4.	Shri Tenzen Tsedup	Software compt. Engr. Contractual.	1. Fully responsible for operating of Photostat machine and Institute Web site. 2. Relating to all net working for upload and down load etc.

13

Generator/water lifting/Electrician etc.

S.No.	Name of the officers officials.	Designation	Assignment of Work
1.	Shri Tsering Wangtak	Pump Operator.	1. Fully responsible for operating of Generator and P.A System is when required. 2. In charge of Arya Nagarjuna Hall.
2.	Shri. Stanzin Otsal	Contractual staff.	1. Fully responsible for operating of water lifting and electrician.


(Prof. Konchok Wangdu)
Director.

