

Sri Joy Prakash Biswas
Assistant Personnel Officer/Co-ordination

He is looking after the following jobs:

- **All matters related to both recognized Union & Labour laws**
- **Establishment matters of Non-Gazetted staff M&E**
- **Dealing of references/memorandum of unrecognized Unions/Associations**
- **Organizing various observation days, Award functions, Institutes, Co-operatives, receipt & dispatch and Grievance cell. Identity card for existing and retired employees**
- **Facilitation Centre at HQ for redressal of grievances of HQ staff.**
- **Receipt & Dispatch section.**
- **Establishment work of Canteen staff, School staff & Welfare section**
- **Administrative control of two canteens of HQ (Tripti & Santusti).**
- **House Building advance (HBA) & audit para, etc.**
- **Establishment matters of non-gaz. Staff of Rajbhasha Department.**
- **Co-ordination with Accounts on pay bill related matters.**