

INDIAN STATISTICAL INSTITUTE, KOLKATA
ADMINISTRATIVE SERVICES DIVISION

Sl. No.	Name and Designation	Responsibilities/Duties	Telephone No.	E-mail ID
1.	Lieutenant Colonel Sandeep Pal Officiating Chief Executive (Admn. & Finance) (on Deputation)	Overall In-Charge of general administration, personnel management, security, budget, finance and accounts of the Institute. He also functions as the Member-Secretary of the JCCs (Non-Scientific) and Non-Member Secretary of the Council of the Institute and Liaises with the concerned Ministries in the Central Government, other bodies, Committees etc. and overall charges of Personnel Unit (PU), Retirement Benefit Cell (R.B. Cell), H.R.D. Unit, Training, Public Relations Unit (PRU) and Security Unit.	25752071	ceaf@isical.ac.in, dceb@isical.ac.in

ADMINISTRATION

2.	Dr. Jadab Kr. Pal, Dy. Chief Executive (Admn.) 'A' (General Administration)	Overall Charges of Director's Office, Transport Unit, Estate Office, Despatch, Audio-Visual Unit, Printing & Publication Unit (PPU), Auditorium, Engineering Unit, Official Language Cell, EPBX, Canteen, Medical Welfare Unit (MWU), Medical Reimbursement Unit (MERU), Electrical Maintenance Unit (EMU), Guest House and Hostel. Primary user of GeM.	25752258	dcega@isical.ac.in
3.	Shri Pratyush Banerjee, Dy. Chief Executive (Admn.) 'A' (Establishment)	Nodal Officer of E-Procurement, CPIO for Faculty workers. Overall charges of Stores & Purchase Unit, Import Travel Cell & Legal Cell.	25752252	dceest@isical.ac.in
4.	Shri Durgam Giri, Sr. Administrative Officer	Functions as the In-charge of H.R.D Unit, Training Programme, CPIO for Non-Faculty workers, Public Relations Unit, Vigilance Grievance Cell.	25752152	officer.hrd@isical.a c.in

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5.	Shri Raj Narayan Mukherjee, Administrative Officer	Functions as the In-charge of Dean's Office, CPIO for Students and Research Fellows of the Institute.	25752072 25752502	Officer.deansoffice@isical.ac.in
6.	Shri Sounak Chakraborty, Administrative Officer	Functions as the In-Charges of the Office of Chief Executive (Admn. & Finance), Council Section, and Coordinating Officer on behalf of Chief Executive (A & F) in all RTI matters where Chief Executive (A & F) is first Appellate Authority.	25752253	Officer.council@isical.ac.in
7.	Shri Rajib Bardhan, Administrative Officer	Functions as the In-Charges of Dean's Office, Hostel, EPBX, Canteen & Outsourced Canteen.	25752506	officer.epbx@isical.ac.in
8.	Shri Partha Bhattacharya Administrative Officer	Functions as the In-charge of Personnel Unit.	25752276	officer.pu@isical.ac.in
9.	Shri Subrata Dey Administrative Officer	Functions as the In-charge of R.C. Bose Centre, Printing & Publication Unit & PCM Archives.		officer.avu@isical.ac.in officer.ppu@isical.ac.in
10.	Shri Arpan Biswas Administrative Officer	Posted with Director's Office. Functions as a Liaison Officer for SC/ST/OBC and Coordinating Officer on behalf of Director in all RTI matters where Director is first Appellate Authority and Medical Insurance.	25753301	officer.diroffice@isical.ac.in
11.	Shri Subhajyoti Das Administrative Officer	Functions as the In-charge of Stores & Purchase Unit, Transport Unit and Import/Travel Cell.	25752171	officer.snp@isical.ac.in
12.	Shri Utpal Mahato Administrative Officer	Functions as the In-Charges of Medical Welfare Unit (MWU), Legal Cell, Guest House, & Official Language Cell.	25752258	officer.meru@isical.ac.in, officer.legal@isical.ac.in
13.	Shri Abhishek Mandal Administrative Officer	Functions as the In-Charges of Estate Office, Medical Reimbursement Unit (MERU), Despatch and Giridih Office as and when required.	25752061	officer.estate@isical.ac.in, officer.giridih@isical.ac.in

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14.	Shri Avijit Ganguly, Sr. Engineer (Civil)	Functions as the In-charge of Engineering Unit.	25752151	seniorengineer@isical.ac.in
15.	Shri Rabindranath Raul Electrical Engineer (Elec.-A)	Functions as the In-Charge of Electrical Maintenance Unit.	25752076	officer.emu@isical.ac.in
16.	Shri Khushal C Junghare, Security Officer	Functions as the In-Charge of Security Unit of the Institute.	25752051	securityofficer@isical.ac.in
17.	Shri Suprativ Biswas	Manager, Guest House.	25755960	guesth@isical.ac.in,

FINANCE

18.	Shri Amitava Mukherjee, Dy. Chief Executive (Finance)	Responsible for smooth functioning of the accounts department including preparation and submission of final accounts of the Institute, checking and passing of bills and vouchers, submission of monthly/quarterly progress report of expenditure to the higher authorities, dealing with provident fund, cash and bank transactions, tax matters including assessment. Also, responsible for general administration of the accounts department, timely audit of annual accounts and dealing with the audit objections and submission of proper reply in respect of both statutory and government audits. Preparation and presentation of Annual Budget, under General, Capital and Salary categories. Managing externally funded projects and foreign payments including payment of foreign currencies to faculty members. Managing and supervising leave ledgers. Processing payroll, payment of salaries and managing income tax deduction & payments. Regular interaction with Nodal	25752322 25752351 (P.F)	amukherjee@isical.ac.in
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19.		Ministry and presentation of various reports as needed including Utilization Certificate. Convening important meeting like Finance Committee & Section 8(1) Committee.		
20.	Shri Debasish Chakraborty, Sr. Accounts Officer	Assists Dy. Chief Executive (Finance) in administration and supervision of Accounts Department & handles entire taxation method including GST and Foreign payments. In-Charge of Annual Accounts closure.	25752364	officer.itaxext@isical.ac.in
21.	Shri Sujan Dutta Sr. Accounts Officer	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.tadaltccea@isical.ac.in, officer.branch@isical.ac.in, officer.efp@isical.ac.in
22.	Shri Vikrant Kumar Accounts Officer	Posted in Accounts Department & handles accounts of R.C. Bose & Cryptology Centre and ISI with special attention towards bill processing.	25752725	officer.billspay@isical.ac.in
23.	Shri Gouri Sankar Acharya Accounts Officer	In-Charge of Accounts Leave Ledger Department and Internal Audit Department. Posted in Provident Fund Section and manages the investment portfolio and other PF functions.	25752084	officer.internalaudit@isical.ac.in, officer.all@isical.ac.in, officer.pf@isical.ac.in
24.	Shri Dilip Kumar Halder Accounts Officer	Posted in Accounts Department and handles payment of Pension & other terminal benefits along with Pay Roll as well. Entrusted with the function of regular pay journal posting and handling Govt. Audit and Functions as the In-Charge of Retirement Benefit Cell (R.B. Cell).	25752743	officer.estb@isical.ac.in

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25.	Shri Santanu Bag Accounts Officer	Posted in Provident Fund Unit and handles P.F function as also payment of Contingent Bills and Project Linked Personnel (PLP) Salary and in addition to the House Building Advance Cell.	25753270	officer.contingency@isical.ac.in
26.	Shri Umesh Shaw Accounts Officer	Posted in Accounts Section and in addition to Engineering Unit. Looks after endowment funds and ERS.	25752354	officer.endowment@isical.ac.in
27.	Shri Vineet Kumar Accounts Officer	Posted in Accounts Section. Accounting of Bills, Handling GST & other Taxation matters. Preparation of Financial Statement of Accounts.	25752350	officer.tskol@isical.ac.in
<u>RESIDENT MEDICAL OFFICER</u>				
28.	Dr. Himajit Debnath	Resident Medical Officer.	25755003	rmoic@isical.ac.in
29.	Dr. Arpita Konar (Basak)	Resident Medical Officer.	25755002	rmo@isical.ac.in