

1. Job for Bnbul Sarkar and Asadul Hoque

Cashier Job Description
Processing of all type of fees collection
Processing of all collected fund transfer/ deposit to bank
Processing of all type of payments
Maintain cash balance Petty cash Book
Processing of Cash withdrawal as per need
Record keeping in the books of all type transaction
Preparing schedule for collection (month wise)
Furnishing of daily collection report
Furnishing of report for incomplete transaction if any
Preparing of admission register
Preparing of Manual Cash Book
Receiving and processing of requisition order
All collection related documents properly signing and keeping for audit
DODL
Apart from these, you have to perform such tasks given by the authority.

Typist Job Description
Drafting of notice
Drafting of letter
Student's data entry
Marksheet, admit, registration, certificates etc. received from KU and record keeping and handover to receiving section
Processing of scholarship send to IQAC
Preparing of student's attendance register (semester wise)
Record keeping of result of all semesters
Record keeping of student's enrollment (category wise)
Upload documents for wide publication
Apart from these, you have to perform such tasks given by the authority.

P. Das
21.11.23

~~B Sarkar~~
21/11/23

~~AS~~
21/11/23

AC
21/11/23

Copy Received

- ① ~~B Sarkar~~ 21/11/23
- ② AC 21/11/23
- ③ Prayankar Das 21.11.23
- ④ Gangan Sagar Rami 21/11/23