

INDIAN STATISTICAL INSTITUTE, KOLKATA
ADMINISTRATIVE SERVICES DIVISION

Sl. No.	Name and Designation	Responsibilities/Duties	Telephone No.	E-mail ID
1.	Brigadier Jagdish Narayan Pandey, Chief Executive (Admn. & Finance)	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.	25752251	ceaf@isical.ac.in
ADMINISTRATION				
2.	Dr. Jadab Kr. Pal, Dy. Chief Executive (Admn.) 'A' (General Administration)	Holds the overall charges of Director's Office, Central Stores, Legal Cell, Transport, CE (A&F)'s Office, Council Section, Import & Travel Cell, Despatch Unit, Estate Office, Audio-Visual Unit, Printing & Publication Unit, Auditorium, Engineering Unit, Electric Maintenance Unit, Security Unit, EPBX, Guest House, Canteen, Medical Welfare Unit, Medical Expenses & Reimbursement Unit and Hostels of the Institute.	25752258	jadabpal@yahoo.co.in
3.	Shri Samapan Padhi, Dy. Chief Executive (Admn.) 'A' (Establishment)	Holds the overall charges of Personnel Unit, Retirement Benefit Cell, HRD Unit dealing with Recruitment, Training & Record, Public Relations Unit & Official Language Cell and responsible as CPIO for the duties of RTI (Faculty matter) of the Institute.	25752252	samapan@isical.ac.in
4.	Shri Anjan Mookherjee, Sr. Administrative Officer	Functions as In-Charge of Dean's Office, in addition, looks after Medical Insurance, Convener of Outsourced Workers' Committee of the Institute, Nodal Officer of E-Procurement and be responsible as CPIO for the duties of RTI (student & research fellow) matters of the Institute.	25752071 25752502	anjan@isical.ac.in
6.	Shri Durgam Giri, Sr. Administrative Officer	Functions as the In-Charge of HRD Unit, Public Relations Unit and Official Language Cell of the Institute and also	25752152	g.durgam@gmail.com

		be responsible for the duties of Vigilance, Grievances, Complaint and responsible as CPIO for the duties of RTI (non-faculty) matters of the Institute.		
7.	Shri Raj Narayan Mukherjee, Administrative Officer	Functions as the In-charge of Estate Office, Audio-Visual Unit, Printing & Publication Unit, Auditorium and Stat Math Unit.	25752061	rnm@isical.ac.in
8.	Shri Bijan Kr. Barman, Administrative Officer	Assigned to the Dean's Office and responsible for all administrative work related with PGDBA course and Sampling and Official Statistics Unit (SOSU) and holds the charge of Central Stores.	25752521	bijan@isical.ac.in
9.	Shri Sounak Chakraborty, Administrative Officer	Functions as the In-Charges of the Office of Chief Executive (Admn. & Finance), Council Section, Despatch Unit of the Institute and Coordinating Officer on behalf of Chief Executive (A & F) in all RTI matters where Chief Executive (A & F) is first Appellate Authority.	25752253	sounak8561@gmail.com
10.	Shri Rajib Bardhan, Administrative Officer	Functions as the In-charge of EPBX, Canteen & Outsource Canteen and Medical Expenses & Reimbursement Unit.	25752081	rajib8535@gmail.com
11.	Shri Partha Bhattacharya Administrative Officer	Functions as the In-charge of Personnel Unit.	25752276	partha8705@isical.ac.in partha8705@gmail.com
12.	Shri Arpan Biswas Administrative Officer	Posted in Director's Office. Functions as the In-charge of Transport Unit, Import Travel Cell, also act 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.	25753301	arpan@isical.ac.in
13.	Shri Subhajyoti Das Administrative Officer	Posted in R.C. Bose & Cryptology Centre.		subhajyoti@isical.ac.in
14.	Shri Utpal Mahato Administrative Officer	Posted in Medical Welfare Unit and hold the charges of Guest House, Hostels & Medical Welfare Unit.	25755305	Utpal.mahato@isical.ac.in Utpalmahato81@gmail.com
15.	Shri Avijit Ganguly, Sr. Engineer (Civil)	Functions as the In-charge of Engineering Unit.	25752151	avijit.g@isical.ac.in

16.	Shri Rabindranath Raul Electrical Engineer (Elec.-A)	Functions as the In-Charge of Electrical Maintenance Unit	25752076	rabi_emu@isical.ac.in
17.	Shri Khushal C Junghare, Security Officer	Functions as the In-Charge of Security Unit of the Institute.	25752051	jungharekhushal@gmail.com
18.	Shri Suprativ Biswas	Manager, Guest House	25755960	guesth@isical.ac.in
FINANCE				
19.	Shri Sudip Chakraborty, 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 Ministry and presentation of various reports as needed including Utilization Certificate convening important meeting like Finance Committee & Section 8(1) Committee.	25752352	skccwa@yahoo.co.in
20.	Shri Amitava Mukherjee, Dy. Chief Executive (Finance)		25752351	amit_wbseb2003@rediffmail.com amukherjee@isical.ac.in
21.	Shri Debasish Chakraborty, Sr. Accounts Officer	Assists Dy. Chief Executives (Finance) in administration and supervision of Accounts Department & handles entire taxation method including GST and Foreign payments.	25752364	debasti514@rediffmail.com
22.	Shri Sujan Dutta Sr. Accounts Officer	Assists Dy. Chief Executives (Finance) in administration and supervision of	25752360	sujan2412@gmail.com

		Accounts Department. Handles staff payment functions. Entrusted with the job of PFMS.		
23.	Shri Malay Kumar Basu, Accounts Officer	Posted in the Accounts Section and in addition, he holds the charges of Retirement Benefit Cell. Looks after Payroll function.	25752373	malaybasu2010@gmail.com
24.	Shri Vikrant Kumar Accounts Officer	Posted in Accounts Department & handles accounts of R.C. Bose & Cryptology Centre and ISI with special attention forwards on bill processing.	25752365	Vikrantkumar5@gmail.com
25.	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	gsacharya63@gmail.com
26.	Shri Asoke Karmakar Accounts Officer	Handles the external funded project accounts single handed. Looks after finalization of accounts.	25752357	karmakarama@gmail.com
27.	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.	25752743	dkhalder@yahoo.com
28.	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	Santanubag2011@hotmail.com
29.	Shri Pradip Behara Accounts Officer	Posted in Provident Fund Unit and handles entire P.F accounts as well as NPS. He is also entrusted with the journal posting of Centres/Branches and in addition to Engineering Unit.	25753270	pradipbehara@hotmail.com
.	RESIDENT MEDICAL OFFICER			
30.	Dr. Himajit Debnath	Resident Medical Officer	25755003	himajitdebnath@rediffmail.com
31.	Dr. Arpita Konar (Basak)	Resident Medical Officer	25755002	konar_drarpita@rediffmail.com