

INDIAN STATISTICAL INSTITUTE, KOLKATA
ADMINISTRATIVE SERVICES DIVISION
Administration

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
1.	Shri Ravinder Kumar (Roll No.9630) Chief Executive (Admn. & Finance)	Overall In-Charge of general administration, personnel management, security, budget, finance and accounts of the Institute. He shall exercise all powers as laid down in the Standing Service Order (SSO) and, also such powers, as delegated to him by the Director from time to time on financial and administrative matters. Being the principle officer in overall control of administrative services division, he shall function as the Member-Secretary of the JCC (Non-Scientific) and act as the Non-member Secretary of the Council within the purview of the function of the Chief Administrative Officer as included in the Memorandum of Association and Regulations of the Institute. He shall liaise with the concerned ministries in the Central Government, other bodies, committees etc. as and when necessary.	25752251	ceaf@isical.ac.in
2.	Lt Col Sandeep Pal (Roll No.T/417) Deputy Chief Executive (Admn.) 'B'	Stores and Purchase Unit, Despatch, Audio-Visual Unit, Printing and Publication Unit, Auditorium, E-Procurement Service, E.P.A.B.X Unit, Hostels, Canteen, Outsourced Canteen, Electrical Maintenance Unit and Guest House	25752071	dceb@isical.ac.in
3.	Shri Pratyush Banerjee (Roll No.9483) Deputy Chief Executive (Admn.) 'A'	Medical Expenses and Reimbursement Unit, Medical Welfare Unit, Transport Unit, Security Unit, Import/Travel Cell, Human Resource Development Unit, Public Relations Unit and Legal Cell, Faculty CPIO	25752252	dceest@isical.ac.in
4.	Shri Manoj Kumar Pandey (Roll No.9314) Senior Administrative Officer	Official Language Cell, Audio-Visual Unit & Auditorium, Despatch, Estate Office, Medical Expenses & Reimbursement Unit (MERU)	25752061	officer.estate@isical.ac.in
5.	Shri Durgam Giri (Roll No.9461)	Office of the Chief Executive (Administration & Finance), Council Section, Training Programme and	25752152	officer.hrd@isical.ac.in



	Senior Administrative Officer	CPIO for Non-faculty workers of the Institute, Kolkata. He will be also responsible for preparation of reply to all queries from the Ministry of Statistics and Programme Implementation within the stipulated time.		
6.	Shri Raj Narayan Mukherjee (Roll No.8322) Senior Administrative Officer	Dean's Office, CPIO for RTIs pertaining to the students and research fellows	25752072 25752502	officer.deansoffice@isical.ac.in
7.	Shri Partha Bhattacharya (Roll No.8705) Administrative Officer	Responsible for maintaining faculty workers', non-faculty workers', contractual workers' and PLP's personal file/service book related matters	25752276	officer.pu@isical.ac.in
8.	Shri Rajib Kumar Bardhan (Roll No.8535) Administrative Officer	Dean's Office, Hostels, E.P.A.B.X., Canteen & Outsourced Canteen, Medical Welfare Unit	25752506	officer.epbx@isical.ac.in
9.	Shri Utpal Mahato (Roll No.9535) Administrative Officer	Human Resource Development Unit, Public Relations Unit and Legal Cell	25752258	officer.legal@isical.ac.in
10.	Shri Subhajyoti Das (Roll No.9544) Administrative Officer	Stores and Purchase Unit, Printing & Publication Unit, Import/Travel Cell	25752171	officer.snp@isical.ac.in
11.	Shri Kaushik Nandy (Roll No.8692) Administrative Officer	Look after R.C. Bose Centre for Cryptology & Security, Transport, Administrative matters of Giridih Office	25752270	kaushik34b@gmail.com
12.	Shri Arpan Biswas (Roll No.9490) Administrative Officer	Director's Office, Medical Insurance, Liaison Officer, Co-ordinating Officer on behalf of first Appellate Authority	25753301	officer.diroffice@isical.ac.in
13.	Shri Debabrata Mitra (Roll No.8713) Administrative Officer	International Statistical Education Centre and Library	25752029	debratamitra27@gmail.com



14.	Shri Suprativ Biswas (Roll No.9423) Manager (Guest House) 'B'	Management of ISI Guest House and I.S.E.C. Guest House	25755960	guesth@isical.ac.in, managerguesth@isical.ac.in
15.	Shri Avijit Ganguly (Roll No.9457) Senior Engineer (Civil)	In-Charge, Engineering Unit, Civil.	25752151	seniorengineer@isical.ac.in.
16.	Shri Rabindranath Raul (Roll No.9416) Engineer (Electrical) 'B'	In-Charge, Electrical Maintenance Unit.	25752076	officer.emu@isical.ac.in
17.	Shri Khushal C Junghare (Roll No.9275) Security Officer	In-Charge, Security Unit.	25752051	securityofficer@isical.ac.in

Finance

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
1.	Amitava Mukherjee (Roll No.9308) Deputy Chief Executive (Finance) 'B'	Responsible for 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, liaise with banks, financial institutions, Government departments and co-ordinate with the branches and centres in the matter of finance and timely submission of accounts and expenditure. 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. Supervise the work of the Sr. Accounts Officers/Accounts Officers posted under him and report to the Chief Executive (Administration and Finance).	25752322, 25752351 (P.F)	amukherjee@isical.ac.in
2.	Sujan Dutta (Roll No.9369)	Assists Dy. Chief Executives (Finance) in administration and supervision of Accounts Department. Handles staff payment functions. Entrusted with the job	25752360, 25752357	officer.cash@isical. ac.in, officer.tadaltcea@ isical.ac.in,



	Senior Accounts Officer	of PFMS and TSA. Deals in externally funded projects as well.		
3.	Debasish Chakraborty (Roll No.9450) Senior 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
4.	Dilip Kumar Halder (Roll No.8716) Accounts Officer	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 In-Charge, Retirement Benefit Cell (R.B. Cell).	25752743	officer.estb@isical.ac.in
5.	Santanu Bag (Roll No.8342) Accounts Officer	Posted in Provident Fund Unit and handles P.F function as also payment of Contingent Bills and Project Linked Personnel (PLP) Salary, in addition to the House Building Advance Cell and Stores & Purchase Unit as and when required.	25753270	officer.contingency@isical.ac.in
6.	Umesh Shaw (Roll No.8747) Accounts Officer	Looks after the work of C-CAIR Unit, endowment funds and ERS.	25752354	officer.endowment@isical.ac.in
7.	Shri Vineet Kumar (Roll No.9557) Accounts Officer	Accounting of Bills, Handling GST & other Taxation matters. Preparation of Financial Statement of Accounts.	25752350	officer.tskol@isical.ac.in
8.	Shri Raj Kishor Prasad (Roll No.8741) Accounts Officer	Preparation of pay bill Register.	25752362	rajkoshor8741@yahoo.in
9.	Shri Sukhendu Majumder (Roll No.9575) Accounts Officer	Externally funded Project.	25752725	msukhendu77@gmail.com



Resident Medical Officer

Sl. No.	Name with Roll No. & Designation	Duties and Responsibilities	Phone No.	Email
(1)	(2)	(3)	(4)	(5)
1.	Dr. Himajit Debnath (Roll No.9335) Resident Medical Officer	Posted in Medical Welfare Unit	25755003	rmoic@isical.ac.in
2.	Dr. Arpita Konar Basak (Roll No.9353) Resident Medical Officer	Posted in Medical Welfare Unit	25755003	rmoic@isical.ac.in

