

**Work Distribution for the session 2017-18**

**Yoga Teacher :** To look after all the sports activities and stipends related to UTD, Yoga Day Celebrations, Yoga Classes (E & M)

**S.Y.W. :** Overall supervision of Youth Welfare Activities, Auditoriums, Student Activity Centre/Shops, Holiday Home, Organization of Camps & Sports, ZYF meetings and Organization, Field work of all Activities under the aegis of DSW Office.

Seat Code A-I	A-II	A-III
<ol style="list-style-type: none"> <li>1. Z.Y.F.</li> <li>2. S.A.F.</li> <li>3. YW Fund</li> <li>4. HH Fund</li> <li>5. A. Fund</li> <li>6. Camps</li> <li>7. TFS</li> <li>8. E. Rikshaw</li> <li>9. YW Fee</li> <li>10. HH Fee</li> <li>11. Youth Centre (Accounts)</li> </ol> <p><b>Mr. Krishan Kumar, Asstt.</b></p>	<ol style="list-style-type: none"> <li>1. Dictation work</li> <li>2. RTI work</li> <li>3. IZYF</li> <li>4. Misc. Programmes</li> <li>5. Entertainment charges</li> <li>6. Minutes and Meetings record(DYW, DSW)</li> <li>7. Pocket Color</li> <li>8. ACRs</li> <li>9. Youth Centre (Office/Typing work)</li> </ol> <p><b>Mr.K.L. Bhatia, Asstt.</b></p>	<ol style="list-style-type: none"> <li>1. Cash Book ( YW/A Fund)</li> <li>2. Kavi Sammelan</li> <li>3. R.K. Fund</li> <li>4. Contingency</li> <li>5. Cultural Stipend</li> <li>6. Telephone Bill</li> <li>7. FDR's</li> <li>8. Folk Art &amp; Food Festival</li> </ol> <p><b>Mrs. Sunita, Asstt.</b></p>
Seat Code C-I	C-II	
<ol style="list-style-type: none"> <li>1. Typing work</li> <li>2. NSS</li> <li>3. News paper bills</li> <li>4. Educational tour</li> <li>5. Extension Lectures</li> <li>6. Misc. Work</li> <li>7. NYF</li> </ol>	<ol style="list-style-type: none"> <li>1. Dairy Dispatch</li> <li>2. YW Receipt</li> <li>3. HH Receipt</li> <li>4. Camp Receipt</li> <li>5. SAC shops receipts</li> <li>6. Auditorium Bookings</li> </ol>	
Seat Code CRA-Boys		CRA-Girls
<ol style="list-style-type: none"> <li>1.All works related to the boys common room</li> <li>2. Any work allotted to him at the time of organization of various functions</li> </ol> <p><b>Dealing Person: Mr. Ramesh Kumar, Common Room Attendant</b>  <b>Mob.No.9466549159</b>            Facilities Available :</p> <ol style="list-style-type: none"> <li>1.Daily Newspapers</li> <li>2. Magazines</li> <li>3. Table Tennis</li> <li>4. Carom Board</li> <li>5. Chess</li> </ol>		<ol style="list-style-type: none"> <li>1.All works related to the girls common room</li> <li>2. Any work allotted to him at the time of organization of various functions</li> </ol> <p><b>Dealing Person : Mrs. Suman Lata, Common Room Attendant</b>  <b>Mob.No. 9812840007</b>            Facilities Available :</p> <ol style="list-style-type: none"> <li>1.Daily Newspapers</li> <li>2. Magazines</li> <li>3. Table Tennis</li> <li>4. Carom Board</li> <li>5. Chess</li> </ol>
<p><b>Mr. Shri Niwas,JLA, Mob.No.9416509087</b></p> <ol style="list-style-type: none"> <li>1.All the bus passes for UTD students</li> <li>2.Railway passes</li> </ol>		

3.Maintenance of Pass related material and liaison with Indian railways 4.Security Refund	
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Note: Any other Activities' allotted to this office from time to time by the University authority, State Govt, Centre Govt. All officials will work jointly as per on the spot allotment of the duties.