

NITYANANDA MAJI

Office Superintendent

Agro-Economic Research Centre

Govt. of India, Ministry of Agriculture & Farmers Welfare

Visva-Bharati, Santiniketan

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PERSONAL DETAILS

Date of Birth : 06/10/1973

Sex : Male

Marital Status : Married

Caste : General

Nationality : Indian

Residential Address : **Permanent** – Vill: Mohula, P.O.Monoharpur, P.S.Panrui,
Dist.Birbhum, Pin.731236, West Bengal
Present – Rabindra Bithi By-Pass Road, Ward-16, P.O.+P.S.Bolpur,
Dist.Birbhum, Pin.731204, West Bengal

EDUCATION

Pursuing Ph.D in Economics, Visva-Bharati University

M.Com, MBA (Finance), Burdwan University

Languages : English, Hindi, Bengali

Skills : Data analysis with statistical software: **STATA, R.**

MS Office [Excel, Word, PowerPoint]

Primary Survey (Sample designing, Questionnaire Designing, Data Collection and Analysis)

Nature of Work Performed : Administration, Establishment and Accounts

Work Experience : More than 14 years of experience in assisting the work of administration, supervising establishment and accounts as in-charge.

Key Job Responsibilities :

1. Administration

Responsibilities related to general office management, coordination, and institutional support:

- **Office Management:** Ensure smooth day-to-day functioning of the research center's administrative office.

- **Correspondence and Record-Keeping:** Draft, manage, and archive official correspondence, including letters, memos, meeting minutes, and reports.
- **Staff Coordination:** Assist in the coordination and communication among research, technical, and administrative staff.
- **Procurement and Inventory:** Monitoring office infrastructure, equipment, and logistics: initiating procurement processes as per General Financial Rules (GFR) and maintain records of office supplies, equipment, and assets.
- **Meeting Coordination:** Organize administrative meetings, seminars, workshops, and prepare related documentation. Liaising with Ministry of Agriculture & Farmers Welfare, Govt. of India, Central Administration of Visva-Bharati, State Agriculture Dept. and others stake holders.
- **Policy Compliance:** Ensure adherence to institutional rules and government guidelines applicable to administrative functions. Managing the confidential and general files and registers, maintaining compliance with RTI and other statutory requirements.

2. Establishment

Responsibilities related to personnel management and HR matters:

- **Service Records Maintenance:** Maintain personal files, vigilance records, seniority lists and staff data base, confirmations, leave records, and service books of regular employees.
- **Recruitment Assistance:** Assist in recruitment processes including advertisements, applications screening, scheduling interviews, and document verification.
- **Promotions and Increments:** Process cases related to MACP promotion, increment, and performance appraisals.
- **Pension and Retirement:** Process retirement benefits, pension files, and other post-retirement formalities.
- **Disciplinary Matters:** Handle matters related to conduct, disciplinary action, and grievances as per university/government norms.
- **Compliance and Reporting:** Ensure compliance with Ministry of Agriculture & Farmers Welfare, Govt. of India, UGC, and University guidelines regarding establishment matters.

3. Finance & Accounts

Responsibilities related to financial management, budgeting, and audits:

- **Budget Preparation:** Preparation of Annual Budgets, Revised Estimates, and expenditure forecasts.
- **Fund Management:** Monitor utilization of grants and funds from Ministry of Agriculture & Farmers Welfare, Govt. of India
- **Accounts:** Maintaining Computerize Accounting with Tally, Supervising the maintenance of Cash Books, Ledgers, Journal, Vouchers, Finalization of Annual Accounts and Prepared Financial Statements, and Reconcile of Bank Statements.
- **Audit and Compliance:** Coordinate with internal and external auditors; prepare audit replies and ensure compliance to the C&AG.
- **Salary and Bills:** Fixation of Pay as per 6th and 7th C.P.C and Calculation of Arrears, Process salary, TA/DA claims, medical reimbursements, vendor payments, etc.
- **UC/SOE Preparation:** Prepare Utilization Certificates and Statement of Expenditures for fund-utilizing agencies.

- **TDS/GST Compliance:** Supervising the jobs related to Taxation matters, deductions of income tax and remittance of taxes of employees and pensioners, submission of quarterly returns, generation of Form-16, and filing of statutory returns.

Preferred Skills & Knowledge Areas

- Knowledge of **government financial and administrative rules** (GFR, FR/SR).
- Proficiency in **Tally, PFMS**, or other financial software used in government institutions.
- Familiarity with the **guidelines of MoA&FW, Govt. of India** and **Visva-Bharati University rules and procedures**.
- Basic understanding of **research project finance and reporting**.
- Good communication, documentation, and organizational skills.

Participation in Certificate Courses / Workshops

February 2025

Participated in the ‘Interaction Programme between The Scholars of AERC and Research Methodology Experts’ with AERC, Visva-Bharati, Santiniketan, Bolpur, West Bengal.

October 2024

One Week Online International Workshop on Empirical Methods in “Social Sciences: An Introduction to Statistics, Econometrics and Big Data” organized by Jammu and Kashmir Economic Association and Jindal Centre for the Global South, O.P. Jindal Global University.

June 2024

“Summer School on Applied Econometrics” organized by Department of Economics & Politics, Vidya Bhavana, Visva-Bharati, Santiniketan, India.

February 2024

14 days’ National Workshop on “Statistical Methods in Research using R” organized by A.K. Dasgupta Centre for Planning and Development, Visva-Bharati, Santiniketan (West Bengal).