

**No.F. 3 (126-4)-DHE/CASH/2015**  
**GOVERNMENT OF TRIPURA**  
**DIRECTORATE OF HIGHER EDUCATION**

Dated, Agartala, the 6/6/2018


**M E M O**

In order to provide a centralized facility for attending to requests for information and assistance on higher education matters in institutions within the jurisdiction of Higher Education Department, a Help Desk, DHE is set up with the following :-

Sl. No.	Name of Officers / Staff	Designation	Room No. in Shiksha Bhavan, 1 <sup>st</sup> Floor	Landline No. of the Help Desk	Email id of the Help Desk
✓ 1	Sri Arun Debbarma, Dy. Director	Desk officer	19	0381-2314402	helpdeskhigher@gmail.com
2	Sri Uttam Kr. Roy, H/C (U.D.C.A.)	Member	11		
3	Dipak Das, H/C (Cash)	Member	12		
4	Sri Atul Debbarma, U.D.C. (Estt. G.)	Member	07		
5	Sri Rajib Choudhury, L.D.C. (Planning & Budget)	Member	17		
6	Sri Shekhar Ch. Deb, L.D.C. (G.T.C.A.)	Member	25		
7	Sri Rajib Saha, L.D.C. (Estt. NG)	Member	08		

The members of the Help Desk will undertake the following functions :-

- i) Maintain liaison with the officers of the help desk set up by the institutes under Higher Education Department.
- ii) Undertake appropriate action on the issues / grievances/ matters sent by the institutes.
- iii) Provide appropriate assistance for grievances on scholarships/ stipend/ admissions/and other issues.
- iv) Maintain necessary FAQs and documents on the website of DHE.
- v) Submit an appraisal report on monthly basis.

  
(Amit Shukla)

Director of Higher Education  
Tripura

Copy to:

1. P.S. to the Principal Secretary, Education (Higher) Department for kind information to the Principal Secretary.
2. The Principal / Principal-in-Charge..... for information and necessary action.
3. The Branch Officer, ..... section, Directorate of Higher Education for information.
4. All concerned.

  
(Amit Shukla)

Director of Higher Education  
Tripura