

No. F 3 (126-4)-DHE/CASH/2015 / 1801  
GOVERNMENT OF TRIPURA  
DIRECTORATE OF HIGHER EDUCATION

Dated, Agartala, the, 12/10/2018.

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, the Help Desk constituted vide Memo. dated 06.06.2018 is re-constituted with the following:-

Si. 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 Paritosh Patwari. UDC (U.D.C.A)	Member	11		
3	Billo Kumar Das, UDC (Cash)	Member	12		
4	Sri Krishnapada Bhowmik L.D.C.(Estt.G)	Member	07		
5	Sri Rajib Choudhury, L.D.C.(Planning & Budget)	Member	17		
6	Sri Rajmohan Paul, U.D.C.(Store)	Member	20		
7	Sri Rajhrishi Das, U.D.C.(Store)	Member	20		

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

- I) Maintain liaison with the officer 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.

A.S.  
12/10/18

(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.

A.S.  
12/10/18  
(Amit Shukla)

Director of Higher Education  
Tripura