

## OFFICE ORDER

In the interest of smooth functioning of the University, officers of the University are hereby re-assigned duties as follows with immediate effect:-

S.No.	Name and Designation	Duties/Section(s) Assigned
1.	Dr. A.K. Mohanty Joint Registrar	Finance
2.	Shri H.M. Arora, Deputy Registrar	Academic, Research, Store & Purchase
3.	Shri H.M. Azad, Deputy Registrar	Recruitment, Legal and Affiliation
4.	Shri Anis-Uz-Zaman Deputy Registrar	Examination (Main & Professional) with allied sections i.e. Degree, Migration & Confidential (Main & Professional), responsibility as Deputy COE and Nodal Officer Right to Information (RTI).
5.	Dr. Sanjay Dhyani Assistant Registrar	Administration, Recruitment and Legal

1. **Dr. A.K. Mohanty, Joint Registrar shall be Nodal Officer for sending replies to MHRD/Parliament and UGC. All Deputy Registrars/Assistant Registrar shall ensure to provide time bound information to the Nodal Officer accordingly.**
2. **Joint Registrar (Finance) shall streamline all outstanding payments approved by the Competent Authority at the earliest possible.**
3. **Joint Registrar/All Deputy Registrar/Assistant Registrar shall ensure maintaining/supervision of work diary of all the subordinate staff in respective sections. Format of the same shall be provided shortly.**

  
Dr. (A.K. Jha)  
Registrar

H.N.B. GARHWAL UNIVERSITY, SRINAGAR (GARHWAL) UTTARAKHAND  
(A Central University)

Ref. No.: HNBGU/RO/2019/366

Dated : 03/08/2019

**Copy for information and necessary action to:-**

1. All above concerned.
2. All Deans/HODs.
3. DSW/ Proctor/ Chief Hostel Warden/ Librarian/ Controller of Examination.
4. Campus Directors (Tehri/Pauri/Chauras)
5. Finance Officer.
6. Joint Registrar/All Deputy Registrar/Assistant Registrar.
7. Coordinator DPU/e-Governance/NSS.
8. System Manager for uploading in the University Website.
9. Section Officer all sections.
10. PS to VC for kind information of Hon'ble Vice Chancellor.
11. PF of the concerned.
12. Guard File.

  
Dr. (A.K. Jha)  
Registrar