



श्री माता वैष्णो देवी विश्वविद्यालय Shri Mata Vaishno Devi University

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No: SMVDU/Adm/2023 / Estt./N1/5227-30

Dated: 18-10-2023

Office Order

Sub: Assigning of duties to the officials - reg.

In the interest of Administration, following postings are hereby ordered, with immediate effect:

- Mr. Mithun Jamwal (EID 386003), Assistant Security Officer, in addition to his own duties shall also assist to I/c Transport, SMVDU, for the work related to Transport Wing.
- Mr. Jatinder Pal Singh (EID 379095), Guest House Manager, shall be relieved from the duties of Transport Wing, VC Office and Central Despatch. In addition to his own duties of University Guest house, he shall also be responsible to maintain the hygiene and quality of food in mess of various Hostels (Boys/Girls) at SMVD University and shall operate from office located at University Guest House.
- Mr. Sugul Kishore (EID 371053), STA, SoME, in addition to his own duties of SOME, shall be responsible for the work related to maintenance and repair of all University vehicles. He shall report to I/c Transport, SMVDU for all repair and maintenance related work.
- Mr. Deepak Sharma, (EID 370086), Section Officer, in addition to his own duties shall also look after Central Despatch Section.
- Mr. Vivek Verma (EID 372007), Assistant Registrar, in addition to his own duties of Legal Wing and Academic Affairs shall look after the charge of Transport Section.

The above officials shall move to their new place of posting immediately and simultaneously after their handing/ taking over the charge of the files, equipment's, property, which might be in their possession of their respective offices under the supervision of their Heads, if any, and send a copy of the same to Registry for records.

This issues with the approval of the Competent Authority


18/10/23
Registrar

Copy to:

- All Deans/ Head of the School/ Section Head, for information.
- Faculty Incharge Website for uploading the information on University website.
- AR to VC, for kind information of HVC.
- All concerned _____, for information and n/a.
- Personal file of the concerned