



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra – 182 320 (J&K)

EPABX No.: 01991-285524, 285634, 285699, Extn. 2102, 2104

(A State University established under J&K State Legislature Act No. XII of 1999)

No: SMVDU/Adm./Estt./NT/2023/ **5365-72**

Dated: **12** .12.2023

ORDER

Subject: To assign additional duties – reg. -

In the interest of administration, following officials in addition to their own duties shall also assist to the Faculty In-charge Examination, Examination Wing, SMVDU, for the work related to forthcoming convocation, with immediate effect, till the conclusion of 9th convocation.

S.No.	Name & Designation	Present place of posting (School/ Section)	Reporting Officer
1.	Mr. Girdhari Lal Sharma Office Assistant	Media Cell	Faculty I/c Media Cell
2.	Mr. Tarun Gupta Laboratory Assistant	School of Electrical Engineering	Head, SoEE

This is issued with kind approval of the Competent Authority.

Registrar

Copy to:

1. Finance Officer, for information.
2. Head, SoEE, SMVDU, for information.
3. Faculty I/c Examination, Examination Wing, for information.
4. Faculty I/c Media Cell, for information
5. Asstt. Registrar, VC Secretariat for the kind information of the Hon'ble Vice-Chancellor.
6. I/c website for uploading on University website.
7. Concerned: _____, for information and compliance.
8. Office order file.
9. Personal files of the concerned.