



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Sub Post Office, SMVD University, Katra – 182 320 (J&K)
Email: registrar@smvdu.ac.in

No. SMVDU/Adm/Estt.-FA/23/ 925-28

Dated: 11th August, 2023

OFFICE ORDER


Sub: "Regarding appointment of Er. Shashi Bhushan Kotwal, A.P, SoECE as Nodal Officer w.r.t. switching over to e-Office by SMVD University".

Sanction of the Competent Authority is hereby conveyed for appointment of Er. Shashi Bhushan Kotwal, Assistant Professor, School of Electronics & Communication Engineering as 'Nodal Officer' from Shri Mata Vaishno Devi University, Katra w.r.t. implementation of e-Office at the University for disposal of files/documents in order to bring efficiency and transparency in the official work and also for submission of all the proposals and communications to the Lt. Governor's Secretariat, J&K, Raj Bhavan through e-Office only.

Er. Shashi Bhushan Kotwal shall work out the modalities i.e required number of licenses, license procurement as per number of users, deployment of e-Office instance etc. in the first instance to affect transition of migration to e-Office at SMVD University.

Er. Shashi Bhushan Kotwal shall coordinate with J&K e-Governance Agency, IT Deptt. for technical assistance/guidance for smooth implementation of e-Office at SMVD University.

For more details visit at mentioned link provided by JaKeGA (ITD) - eoffice-pmu@nic.in.


11/08/23
Registrar
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Copy to:

1. Dean I/c, FoE, for information.
2. Head, SoECE, for information.
3. AR (VC, Sect.) for kind information of the Hon'ble Vice Chancellor.
4. Concerned - Er. Shashi Bhushan Kotwal, A.P, SoECE for information & Compliance.
5. Personal file of the concerned.
6. Order file.