



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Kakryal, Katra – 182 320(J&K)

No. SMVDU/Adm/Estt/18/3552-61

Dated: 16<sup>th</sup> May 2018

**ORDER**

**Sub : Transfers/Postings**

In the interest of Administration and as approved by the Competent Authority, the duties of the following Assistant Registrars are re-allocated in addition to the existing duties being performed by them in their respective wings, with immediate effect ;

S. No.	Name of Employee with Designation	Present Place of Posting	Additional charge of duties
1	Ms. Tripti Saitu Gupta Assistant Registrar	Establishment wing	IRDU
2	Mr. Samir Vohra Assistant Registrar	Academic Affairs wing & As Technical Officer, HRDC	Planning & Co-ordination wing and EC Affairs

The above Assistant Registrars shall take over charge from Ms. Ruchika, Assistant Registrar (P&C, EC Affairs & IRDU) of all the files, equipments, property which might be in her possession and submit a copy of the same to Registry for records.

Further, it also ordered that, the staff of the above wings (P&C, EC Affairs & IRDU) shall report to their New Section Heads for further assignment of duties in their respective sections.

  
Registrar

Copy to :-

1. Dean/~~Heads~~ for information.
2. Director, HRDC for information.
3. Associate Dean (AA) for information.
4. Finance Officer, SMVDU for information.
5. PS to VC for the kind information of Hon'ble Vice-Chancellor.
6. I/c Website for uploading the same on University Website.
7. Concerned: \_\_\_\_\_ for information and compliance.
8. Assistant Registrar (Stores & Procurement wing for information.
9. Section Officer (P&C, EC Affairs and IRDU) for information.
10. Office order file.
11. Personal file of the concerned.