



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

No: SMVDU/Adm/Estt./19/5442-50

Dated: 18th July 2019

OFFICE ORDER

Sub: Transfer of / allocation of additional duties to Staff Members

In the interest of Administration, and as approved by the Competent Authority, the following Transfers / allocation of additional duties is made with immediate effect;

S No.	Name of Employee with Designation	Present place of posting	New place of Posting /Additional charge	Reporting Officer
1	Mr. Joginder Sharma Section Officer	O/o. S&P Wing	Additional charge as SO[P&C] and SO[FDC]	AR[P&C] & TO[HRDC & FDC]
2	Ms. Kanchan Gupta Section Officer	IRDU	Additional charge of ERP support	Dean [Academic Affairs]

Ms. Kanchan Gupta, SO [IRDU] shall handover the charge of SO[P&C] and SO[FDC] to Mr. Joginder Sharma with immediate effect, with a copy to Registry.

Besides the above, Ms. Vandana Sharma, JA shall report for all Ph.D. matters to Dean [R&D] through Dr. Uday Pratap Singh, AD[AA].

The above officials shall move to their new places of posting immediately and simultaneously after handing over of the charge to the next concerned.

This issues with the approval of Competent Authority.


Registrar

Copy to:

1. All Deans/ Heads/Section Heads, for information.
2. Director HRDC & Coordinator FDC, for information.
3. Dean & Associate Dean [Academic Affairs], for information.
4. Mr. Samir Vohra Assistant Registrar, for information.
5. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
6. Faculty I/c Website, for information and uploading on the University Website.
7. All Concerned Staff:, for information & immediate compliance.
8. Office Order / Circular file.
9. Personal file of the concerned.