



No.MANUU/ER-II/EF.90/2018-19/1266

17th December 2018

OFFICE ORDER

Sub: Reorganization of work in the Medical Cell - Reg.
Ref: Approval of the Vice Chancellor dated 17.12.2018

In order to bring better coordination and improvement, the following re-organization of work in the Medical Cell of the University is hereby ordered:

- (i) Mr. Azhar Hussain Khan, Joint Registrar shall function as Incharge, Medical Cell apart from his present responsibilities as Joint Registrar, UGC schemes. Consequently, Dr. M.K. Vairagi is hereby relieved from the Inchargeship of Medical Cell and he shall handover this charge to Mr. Azhar Hussain Khan, Joint Registrar with immediate effect.
 - (ii) Mrs. P. Shanta, Assistant Registrar is hereby transferred from the Examination Branch to Office of the Vice Chancellor. Apart from her regular work in O/o, the Vice Chancellor, she shall handle the reimbursement (outpatient) claims in the Medical Cell. All the files of reimbursement (outpatient) claims shall be routed through the Joint Registrar & Incharge Medical Cell.
 - (iii) Dr. Syed Hammad Hashmi, Medical Officer shall continue to look after the Inpatient Medical Claims in the Medical Cell. However, he shall work under the supervision of the Joint Registrar & Incharge, Medical Cell and all the files of Medical Cell including inpatient claims shall be routed through the Joint Registrar & Incharge, Medical Cell.
2. The compliance report may be sent to office of the Registrar.


REGISTRAR

Copy to:

1. Mr. Azhar Hussain Khan, Joint Registrar
2. Dr. M.K. Vairagi, Joint Registrar
3. Mrs. P. Shanta, Assistant Registrar
4. Dr. Syed Hammad Hashmi, Medical Officer
5. The Controller of Examinations
6. Office of the Vice Chancellor
7. Office of the Registrar
8. Finance & Accounts Section
9. Medical Cell
10. The Director, CIT for uploading on the University website
11. Personal/concerned files



No.MANUU/ER-II/EF.90/2018-19/1267

17th December, 2018

OFFICE ORDER

Sub: Transfer of certain non-teaching employees – Reg.
Ref: Approval of the Vice Chancellor dated 17.12.2018

The following non-teaching employees are hereby transferred on administrative grounds with immediate effect and posted as per detailed furnished below:

Sl No	Name of the Employee	Designation	Present Place of Posting	Transferred to
1	Mr. Mohammed Pasha	Assistant	Engineering Section	Planning & Development Cell
2	Ms. Nuzhat Yasmeen	Upper Division Clerk	Directorate of Distance Edn.	Estate & Transport Section
3	Ms. Syeda Safia Jeelani	Lower Division Clerk	Estate & Transport Section	Directorate of Distance Edn.
4	Mr. Habeebuddin	Lower Division Clerk	Planning & Development Cell	Engineering Section

2. Therefore, the Heads concerned are requested to relieve the above employees immediately to enable them to report at their new place of posting. The compliance report of the order may be forwarded to Office of the Registrar.


REGISTRAR

Copy to:

1. Mr. Mohammed Pasha, Assistant
2. Ms. Nuzhat Yasmeen, Upper Division Clerk
3. Ms. Syeda Safia Jeelani, Lower Division Clerk
4. Mr. Habeebuddin, Lower Division Clerk
5. The Director, Directorate of Distance Education
6. The Executive Engineer, Engineering Section
7. Joint Registrar, Admin & Estate
8. Assistant Registrar, Planning & Development Cell
9. Office of the Vice Chancellor
10. Office of the Registrar
11. Finance & Accounts Section
12. Joint Director, CIT for uploading on the Website
13. Personal/Concerned Files