



SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320 (J&K)

No:SMVDU/Adm/Estt./20/601

Dated: 12th March, 2020

ORDER

Sub.: Administrative Transfers/Posting.

In the interest of Administration and as approved by the Competent Authority, the following transfers/posting are hereby ordered with immediate effect to the Admission Cell, till further notice.

S No.	Name of the with Designation he Employee	Present Place of Posting	New Place of Posting/ Additional Charge	Reporting Officer
1.	Mr. Jatinder Gupta, Technical Assistant	Telecom Wing	Admission Cell located in TBIC	Dr. R.K.Jha Dean (R&D)
2.	Ms. Sakshi Jamwal, Office Assistant	Dean FoHSS & I/c Head, SoL&L		

Faculty In-Charge Telecom, shall provide 04 handsets, to TBIC for enabling the above employees to receive calls and handling all queries related to admissions.

Further, Mr. Sanjeev Suri, Office Assistant posted Publication & Media Cell shall provide secretarial assistance to Dean FoHSS, I/c Head SoPC, I/c Head SoL&L & NSS Coordinator, in addition to his duties in Publication & Media Cell.

The above officials shall move to their new places of posting with immediate effect.


Registrar

Copy to:

1. Chairman Admission Committee, for kind information.
2. Dean FoHSS / Dean [AA] / Dean [R&D], for information.
3. I/c Head SoPC/SoLL, for information.
4. Faculty I/c. Telecom, for information and n.a
5. Faculty I/c Publication and Media Cell, for information.
6. NSS Coordinator SMVDU, for information.
7. PS to VC for the kind information of Hon'ble Vice-Chancellor.
8. Concerned: _____, for information and compliance.
9. Office order file.
10. Personal file of the concerned.
11. I/c Website, for uploading on University Website.
12. ERP Support, for necessary changes in ERP.