



F.No. MANUU/ER.II/EF.90/2017-18/۲۱

9th April 2018

### OFFICE ORDER

**Sub: Reorganization of work among various Sections in HQrs Office**  
**Ref: Approval of the Vice Chancellor dated 9.4.2018**

In order to bring better coordination and improvement, the following re-organization work among various Sections/Units of the University at its Hqrs is hereby ordered :

- (i) **Dr M.K. Vairagi**, Joint Registrar shall function as Joint Registrar (Admn. & Estate) and shall be overall in-charge of the existing two Sections namely Admn. & Governance and Estate & Transport. He will function from the existing chamber of JR (Estate). He will be assisted by Dr. M. Umar Farooque Azam, ARD.
  - (a) The work related to Governance shall be transferred to ER.I Section and the Admn. & Governance Section is renamed as Admn. Section. The existing staff including the Section Officer are retained in the said Section. The Admn. Section will be supervised by the Section Officer and she will report to the JR (Admn & Estate) through ARD.
  - (b) The existing Estate & Transport Section is merged into one single section namely Estate Section and will be supervised by the Section Officer and he/she will report to the JR (Admn & Estate) through ARD.
  - (c) Mr. M.K. Vairagi, JR shall also oversee the functioning of Hindi Cell. The Hindi Officer shall report to the Registrar through JR (Adm. & Estate). The seating arrangement of the staff posted in Hindi Cell is clubbed with the Admn. Section.
- (ii) **Mr. Azhar Hussain Khan**, Joint Registrar, presently posted as JR (Estate & Transport) is hereby posted to work as Joint Registrar, UGC Schemes. He will be seated at CSE Coaching Academy building. He will oversee the coordination work of the following UGC Schemes:-
  - a) CSE Residential Coaching Academy
  - b) Remedial Coaching for SCs/STs/OBCs/Minority Community students
  - c) Coaching Classes for Entry into Services for SCs/STs/OBCs/Minority community students
  - d) Coaching for NET/SET for SCs/STs/OBCs/Minority Community Students

He will report to the Director, CSE Coaching Academy with regard to the activities and matters pertaining to the Academy and other UGC schemes (b) to (d). All the files and bills related to the above UGC schemes and its activities shall be routed through him by the respective coordinators and staff.



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- (iii) **Medical Cell:** The subject matter pertaining to Medical Reimbursement Scheme under the Regulations, 2010 will be dealt by the JR (Admn & Estate). However the existing arrangement for processing of Medical Reimbursement (Out Patient) shall continue under the AAO and he will report to the JR (Admn & Estate). **Dr Syed Hammad Hashmi**, Medical Officer shall continue to look after the In-patient Medical Claims and he will report to the Registrar directly till further orders.
- (iv) **Centre for IT (CIT):** The work related to maintenance/AMC of Computers & peripherals, Bio-metric machines, EPABX, CCTV Cameras and IT equipment are transferred to Centre for Information Technology from the purchase section. The Director, CIT shall be responsible for the above works.
- (v) **Engineering Section:**
- (a) The work related to maintenance of watercoolers/AMC and provision of drinking water facility will continue to be undertaken by the Engineering Section. The Engineering Section will also continue to undertake the award of AMC and other maintenance work of UPS in close coordination with purchase and CIT. The EE shall be responsible for the above work.
- (b) **Mr. Asim Ahmed Khan**, Instructor (Plumbing) presently working in ITI, Hyderabad is temporarily attached to Engineering Section till further orders. He will supervise the plumbing work in the University. He will report to the EE.

These orders shall take immediate effect. Handing over/taking over charge, wherever necessary should be made and a copy of the Handing/Taking over charge certificate may be sent to the Office of the Registrar for records.

  
REGISTRAR

Copy to:

1. All Officers Concerned (By name)
2. Office of the VC/PVC/Registrar
3. Finance & Accounts Section
4. All the Depts/Directorates/Centres/Section/Satellite Campuses/RCs/SRCs etc
5. Director, CIT for uploading the University website
6. Personal/Concerned files