



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

University Administration: -Processing and submitting of files to higher authorities - Arrangements for - Sanctioned - Orders issued.

ADMINISTRATION A 1 SECTION

No. 2300/AD A1/2020/MGU

Priyadarsini Hills, Dated: 02.06.2020

- Read:-1. U.O. No. 2254/AD A1/2020/MGU dated 29.05.2020.
2. U.O. No. 2264/AD A1/2020/MGU dated 29.05.2020.
3. Note No. Registrar/Misc/2020 dated 01.06.2020.

ORDER

The University issued orders vide paper read (1) and (2) effecting, promotion, transfer and posting of Joint Registrar / Deputy Registrar / Assistant Registrar and Section Officer from 01.06.2020. Vide paper read (3), sanction has now been accorded by the Vice Chancellor to make the following further arrangements for processing and submitting of files to higher authorities for the effective functioning of the office henceforth.

1. Files originating from Ad B3, Ad B5, Ad B7 sections have to be forwarded to the Estate Officer directly for orders.
2. Files from the Ad D Section have to be forwarded to Deputy Registrar II (Admn) for orders as per the existing practice.
3. Duties related to the engagement of Garden Workers, Drivers and Coolie workers on daily hand voucher basis, are retained with Deputy Registrar II (Admn).
4. Files from SC/ST Cell have to be routed through Assistant Registrar III (Admn) for orders instead of Assistant Registrar IV(Admn).
5. Sri. Vijayakumar G, Joint Registrar transferred and posted as Joint Registrar III (Admn.) will continue to hold charge of 'digitalization of tabulation registers' in the Examination wing. Considering this, files from SF I section have to be forwarded to the Registrar directly by the AR / DR concerned.
6. Assistant Registrar VI (Admn) has to route files through Deputy Registrar I (Admn) and Joint Registrar I (Admn) for orders.
7. Vide University Order No. 2239/AD A1/2020/MGU dated 29.05.2020, the post of Section Officer (SF Special Cell) has been shifted to IIRBS. Thus, Smt. Ditty Jacob, Section Officer is posted as Section Officer, SF I section.

Orders are issued accordingly.

Sd/-

CHAVARA A S

ASSISTANT REGISTRAR I (ADMIN)
For REGISTRAR

Copy To

1. The Individuals / Sections
2. PS to VC / PVC
3. PA to Regr./FO/CE
4. AR/DR/JR (Administration/Academic/Finance/Examination)
5. Ad.C I/II/III/Audit II/III /Finance I/II/Ad.A/III/IV/VI/FCC/IQAC/Ad.B IX
6. Content Management Section/ACC Section/Records Section/PRO/Statistical Unit
7. SF/FC/Day file

Forwarded / By Order

Section Officer