



{OFFICE OF THE REGISTRAR}

NOTIFICATION

In Partial modification of the notification No.NIT/HMR/Admn./F-16/Vol-33/2019-13051-75 dated 03/12/2019, the reporting path of the duties and responsibilities assigned to the Deputy Registrar/ Assistant Registrars in different sections, shall henceforth be followed as mentioned against each, till further orders:-

S.No.	Name & Designation	Responsibility assigned	Reporting Path
01	Shri Satish Chander Sharma, Deputy Registrar	<b>Deputy Registrar (Academics)</b> (i) Admission & Registration, (ii) Examination & Evaluation, (iii) Results & Transcripts and;	Director through Dean(Academics)
		(iv) Senate & Convocation Matters	Director through Dean(Academics) & Registrar
02	Shri Sanjay Jamwal, Assistant Registrar	<b>Assistant Registrar (Student Activities &amp; Scholarships)</b> (i) Student Scholarships & Activities related policy matters	Director through Dean(SW)
		(ii) Student Scholarships & Activities related financial matters	Registrar through AR(A&F)
03	Shri Gaurav Sharma, Assistant Registrar	<b>Assistant Registrar (Procurement &amp; Works)</b> (i) Procurement & Store	Director through FI(Purchase) & Registrar
		(ii) Works & BWC	Director through Dean(Planing & Development) & Registrar
04	Shri Gaurav Yadav, Assistant Registrar	<b>Assistant Registrar (Coordination &amp; Recruitment)</b> (i) Coordination Matters	Director through Registrar
		(ii) Recruitment Matters	Director through Chairperson, ACoFAR/ ACoNFAR & Registrar
05	Shri Kumar Saurabh, Assistant Registrar	<b>Assistant Registrar (Establishment &amp; Services)</b> (i) Establishment Matters: (a) Faculty Welfare matters (b) Other Matters	Director through Dean(FW) & Registrar Director through Registrar
		(ii) Outsource Services Matters	Director through concerned Faculty Incharge & Registrar
06	Shri Vipin Kumar Assistant Registrar	<b>Assistant Registrar (Accounts &amp; Finance)</b> (i) Accounts & Finance Matters (ii) Advice on Financial referred matters	Director through Registrar
07	Shri B.R. Sharma, Assistant Registrar	<b>Assistant Registrar (Audit, Research &amp; Consultancy)</b> (i) Audit Matters	Director through Registrar
		(ii) Research & Consultancy Matters	Director through Dean(R&C) & Registrar

This has been issued with the prior approval of Competent Authority.

Sunil  
04/02/2020

REGISTRAR  
NIT HAMIRPUR (HP)

Dated:- 04-02-2020

No. NIT/HMR/Admn./F-16/Vol-33/2020- 1043-53

Copies to:-

- All Deans for information.
- FI (OMTS, Sanitation, Security) for information.
- All above Officers/Officials for information.
- Chairman ACoFAR/ ACoNFAR for information.
- Faculty In-charge (CC) for information and necessary action.
- PA to Registrar for information and record, please.