



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

No. SVSU/22/Reg.Off/773
September, 2022

Date: 20th

Office Order

Hon'ble Vice Chancellor is pleased to make following transfer and posting with immediate effect:

S.No.	Name and designating	Posted to	Remarks
1	Ms Anju Malik Dy Registrar	Examination Department	Vice Ms Chanchal Bhardwaj who is proceeding on CCL w.e.f. 22-09-2022

Dr Rajesh Kumar, Assistant Registrar will continue to work in Establishment Branch as per Office Order No. SVSU/2022/Estt./ E-253 dated 08-02-2022

The outgoing Officer will officially handover charge to the incoming Officers in the branch along with all documents and records under their custody. The list of all ongoing and pending work along with its status will also be provided by the outgoing officer to incoming officer. Incharge IT Cell to transfer e-files to the account of new officers. The charge handover and takeover report to be submitted in the office of undersigned.

(Registrar)

Copy to:

1. All Deans, for information
2. All Head of Departments, for information
3. Ms Anju Malik, Dy Registrar
4. I/C IT Cell for necessary action
5. Assistant Registrar (Estt) for record
6. Sr Accounts Officer for record
7. Web Administrator for updating on website
8. OSD to VC for information to HVC
9. PA to Registrar for information to W/Registrar