



శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

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Dr. P. Hemalatha Reddy
Principal

Ref No : SVC/Admn/2016/P/ 136-276

MOST URGENT/OUT TODAY/BY HAND

21st March, 2016

OFFICE ORDER

Mr Pawan Kumar Pandey, Section Officer (Administration) will attend the following duties with immediate effect till further orders:-

1. **Supervision of the Staff working under his control.** Handling of important confidential cases by himself. **Signing of routine letters submitted by the Staff working under his control. Scrutinizing the notes and drafts submitted by the Senior Assistants/Assistants and others from his section. Supervision of Leave Records of Non-Teaching Staff.** Handling of work related to meetings of committees connected to the work of respective Sections or Departments under his charge or other Official. Disposal by himself of the cases viz. Issue of reminders, acknowledgements, final disposal of routine cases in which factual information of non-confidential nature is to be called for. **To attend the Grievances and other matters of the Students, Students Union, Parents, Guardians and other Officials. Conveying decision already taken unless forbidden by any Statute/Ordinance/Rule/Regulations etc.** Any other cases which may be delegated to concerned Section Officer by the Superior Officer by General or by Specific Orders.
2. Authorized Signatory for availing Concession/Facility from DTC/Haryana Roadways/Indian Airlines and Indian Railways; Format for issue of Duplicate Statement of Marks by the University of Delhi; Photograph submitted by the college student to be pasted on the Admission Tickets/Admit Cards to be issued to all eligible students as per rules; Re-checking /Re-valuation Format submitted by the College Students; Correspondence/Official Communication (s) on academic and administrative matters to various Institutions/Organizations, as per requirements, from time to time. Authorized Signatory for all types of Certificates/Documents/Papers/Scholarship Forms etc, which deem fit (only in emergency/extra-ordinary cases), as and when required. Any other matter related to his Department/Section, which deems fit, as per requirements. **To Administer/Monitor the Sri Venkateswara College Student Administration System.**
3. To monitor Computerization of Admissions and Examinations and Inter College and Inter University Migrations. Correspondence with the University of Delhi, University Grants Commission and other Institutions as per requirements from time to time.
4. To monitor the Students Union Elections and Sri Venkateswara College Nexus Festival etc. To Administer/Monitor all kind of Admissions of Under Graduate and Post Graduate Courses available in the College.
5. Routine Work involving Miscellaneous Noting and Drafting. Other duties relating to preparation, verification and scrutiny of records and Statements relating to Administrative matters and other related matters etc. **Keeping relevant files and correspondence including dealing with the case of work.** If required, to attend to the important subject matters concerning his section etc.

Important Notes: -

1. Mr Pawan Kumar Pandey, Section Officer (Administration) is required to discharge his duties sincerely within stipulated time as per work assigned to him for smooth functioning of the Section/Department.
2. In addition to the above, he shall be required to attend any other duty assigned by the Superior Authorities from time to time. Any lapse on part of the officer, while discharging his duties will be dealt with seriously as per university rules.
3. All the documents are required to be signed by the Dealing Assistant, Section Officer (Administration) and Administrative Officer before sending it to Principal for Signature (except emergency cases).

Dr P. Hemalatha Reddy

Principal

Sri Venkateswara College

Dhula Kuan, New Delhi-21

Copy forwarded to Mr Pawan Kumar Pandey, Section Officer (Administration)/All concerned/Personal File of concerned Officer for information and compliance.

