



OFFICE OF THE REGISTRAR  
(ADMINISTRATION SECTION)  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH

Dated 23.06.2010

OFFICE MEMO

In exercise of the powers vested in him under section 19(3) of the Aligarh Muslim University Aligarh Act, 1920, the Vice-Chancellor has approved temporary transfer of Prof. **M. M. Ashhar**, Department of Civil Engineering, Z.H. College of Engineering & Technology to work as **Officer-On-Special Duty (Administration) at Murshidabad (West Bengal) Special Centre**, initially for a period of **three months** with effect from the date he assumes his charge. He will continue draw his salary as per rules from this University.

Prof. M. M. Ashhar shall exercise general supervision and control over the affairs of the Centre and shall work under the directives of the Vice-Chancellor. He is required to assume his Charge by July 01, 2010 positively.

He will be paid TA/DA for the purpose of said journey as per University rules out of head "**TA/DA to employees**".

No. Admin./ED/211/NT

Copy to:  
**Shri D.P. Banerjee**,  
WBCS (Exe),  
Joint Secretary to the Chief Minister,  
Govt. of West Bengal, Writers' Buildings,  
Kolkata-700001, West Bengal, India

No. Admin./LD/3335/NT

Copy to:-

- 1 Prof. M. M. Ashhar, Department of Civil Engg, ZH College of Engg & Technology.
- 2 Hony. Treasurer, AMU.
- 3 Deans of the Faculties/ Dean Students' Welfare.
- 4 Chairmen of the Departments of Studies/ Head of Offices/ Institutions.
- 5 Secretary, University Games Committee.
- 6 Principals of Colleges/ Polytechnics/ Schools.
- 7 Provosts of Halls of Residence and NRSC.
- 8 Proctor/ Member-In-Charges./ Incharge, Dr. Ambedkar Chair of LS & R.
- 9 Directors/ Coordinators of the Institutes/ Centers/ Units.
- 10 Editor, Muslim University Gazette/ Public Relation Officer.
- 11 OSD (Development).
- 12 Deputy Registrar/P.S. to Vice-Chancellor.
- 13 **Deputy Registrar (Councils) for report to E.C.**
- 14 Deputy Registrars/ Deputy Finance Officers/ Deputy Controllers.
- 15 Assistant Registrars/ Assistant Finance Officers/ Assistant Controllers.
- 16 Sr. P. A. to Registrar/ Finance Officer/ Controller.
- 17 Sr. Programmer, Computer Cell, Registrar's Office/ Statistical Cell, Registrar's Office.
- 18 System Manager, Computer Unit, Central Accounts Officer.
- 19 Web Master, AMU Website.
- 20 Guard file.

  
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