Office of the Registrar
(General Section)
Aligarh Muslim University
Aligarh

D.No.1/2/Gen

Office Memo

Dated: 16/05/2017

On the recommendation of Member-in-charge, Building Department, the Vice-Chancellor has approved that Strachey Hall situated in S.S. Hall (South) and presently in possession of the Building Department be handed over to Coordinator, Cultural Education Centre.

(S.M. Suroor Athar)
Joint Registrar
(General)

Distribution:

1. All Deans of the Faculties/DSW
2. All Chairmen of the Departments of Studies
3. All Provost of Hall/NRSC/Proctor, AMU
4. All Principals of Colleges/Polytechnics/Schools
5. All Coordinators/Directors of the Centres/Institutes
6. All Heads of Offices/Sections/Units/Cells etc.
7. University Engineer, Building Department
8. Member-in-Charge, Electricity
9. Coordinator, Cultural Education Centre
10. Provost, S.S. Hall (South)
11. Convener, Heritage Cell
12. Assistant Registrar VC/PVC's Secretariat.
Office Memo.

In consideration of the representation of M/s Puja Books, New Delhi as well as recommendation of the University Librarian, Maulana Azad Library, the Vice-Chancellor as Chairman, Library Committee has on behalf of it revoked the order issued vide D.No.51/Gen dated 21.04.2011 regarding blacklisting of the firm M/s Puja Books, New Delhi with immediate effect.

(S.M. Suroor Athar)
Joint Registrar
(General)

Distribution:

01. M/s Puja Books, B-14, 3rd Floor, Lajpat Nagar 3, New Delhi-110024
02. University Librarian, M.A. Library, for reporting the matter in the next Library Committee meeting,
03. All Deans of the Faculties/DSW,
04. All Chairmen of the Department of Studies
05. All Principals of Colleges/Polytechnics/Schools
06. Asstt. Registrar, VC/PVC’s Secretariat,
07. PA/PS to Registrar
CIRCULAR

It has been reported that a large no. of unused, discarded and repairable furniture are lying either on roofs or other places in various Departments/Offices/Centres etc. which is unnecessarily occupying space. It needs immediate clearance to give a clean and neat impression.

In view of the above, the Vice-Chancellor has approved that unused and discarded repairable wooden furniture may be sent to the Building Department immediately.

All concerned are requested to kindly get the needful done in the matter on priority basis.

(Major Khan A.S.)
Deputy Registrar
(General)

Distribution:

01. All Deans of the Faculties/DSW,
02. All Chairmen of the Department of Studies
03. All Principals of Colleges/Polytechnics/Schools
04. All Provosts of Halls of residences/NRSC,
05. All heads of the Offices/Sections/Cells/Centre/Institutes etc.
06. Asstt. Registrar, VC’s Secretariat,
07. PA/PS to Registrar
Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh

D.No.207/Gen

Dated:29/06/2017

CIRCULAR

It has been observed that the old, outdated and unwanted material are lying on the roofs top or any other places of the Departments/ Offices/ Centres/ Colleges/ Polytechnics/ Schools etc. which is unnecessarily occupying space and wants immediate clearance to give a clean and neat impression.

In continuation of the earlier circular D.No. 177/Gen dated 07.06.2017, the Vice-Chancellor has further approved and given directions to all heads of Departments/Offices etc. to immediately convene a meeting of Condemnation Committee and dispose of such type of non-reparable / other discarded furniture/material on the roof top or anywhere in their Departments/Offices etc. on a predefined date as per University rules/procedures.

(Major Khan A.S.)  
Deputy Registrar  
(General)

Distributions:

1. All University Functionaries.
NOTICE

As you may be aware that the University has been paying huge electricity bills. As a result, substantial grants we receive from the UGC is used in this head. With cooperation from all of you ever increasing electricity bills can be reduced and the savings can be utilized for the facilities of students, staff and development of University.

All Chairpersons of the Departments of Studies and Head of all Units are requested to use LED lights instead of conventional bulbs. Also one of the support staff may be designated as energy saving monitor who will keep a watch on use of electricity judiciously. Name of this staff member may kindly be intimated to Member-In-Charge, Electricity within one week.

The above is issued on the directions of the Vice-Chancellor AMU.

S.M. Suroor Athar
(Officiating Registrar)

Distribution:
1. All Deans of the Faculties of Studies/DSW
2. All Chairmen of the Department of Studies
3. All Provost of Hall/NRSC/Proctor, AMU
4. All Principals of Colleges/Polytechnics/Schools
5. All Coordinators/Directors of the Centres/Institutes
6. All Heads of Offices/Sections/Units/Cells etc.
7. OSD to VC /Assistant Registrar to VC’s Secretariat
8. PA/PS to Registrar/Finance Officer/Controller of Exams
As per instruction communicated by the Ministry of HRD vide letter F.No.M.11011/01/2017-CDN dated 23 July, 2017 received via email from Mahesh Kumar Meena, Under Secretary (CDN) Govt. of India D/o Higher Education, highlighting therein the Prime Minister of India address to the country through MANN KI BAAT in which he is encouraging swapping bouquets with books or Khadi product.

It has also been reported that Prime Minister is instituting this practice in his own office as well as Visitors and officials would be requested not to bring bouquets. It is imperative that we should lead by example in every activity.

All concerned are requested to kindly note the gist of the above message and take initiatives in this regard accordingly.

(S.M. Suroor Athar)
Joint Registrar (General)

Distribution:

1. All University functionaries.