

(20)

**OFFICE OF THE REGISTRAR
(ADMINISTRATION-NT SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH**

Dated : ...9/3/.....2015

OFFICE MEMO

As approved by the Executive Council in its meeting held on 17.01.2015, **Mr. Parwez Mohd.** has been appointed as Liaison Officer (Honorary) at Liaison Office of Aligarh Muslim University at Delhi till further order. Mr. Parwez Mohd., will be paid Honorarium of Rs. 10,000/- (Ten Thousand) including Conveyance Allowance. He will perform the following duties/assignment:

1. Liaison with various Government Offices for expediting pending or new AMU matters.
2. Act as Resident Liaison Officer in Delhi/NCR
3. Coordinate placement activities, when required in Delhi.
4. Arrange for meetings of AMU bodies in Delhi.
5. Any other responsibility assigned by the Vice-Chancellor, Aligarh Muslim University.

Location of Office:

Room No. 25 (Ground Floor),
Old SRK Hostel,
Jamia Millia Islamia, New Delhi

(MD. SERAJ A. QUADRI)
ASSISTANT REGISTRAR
(ADMINISTRATION - NT)

THROUGH: SPEED POST

No. Admin./ED/1146/NT/MR/GF—8

Dated : ...9/3/..... 2015

Copy to:

1. Mr. S. Amin Akhtar, OSD (Admin.), Jamia Millia Islamia, Maulana Mohammed Ali Jauhar Marg, New Delhi-110025
2. Mr. Parwez Mohd. Flat No. 98/G, Sector 8, D.D.A. Colony, Jasola Vihar, New Delhi

ASSISTANT REGISTRAR
(ADMINISTRATION - NT)

No. Admin./LD/962/NT/MR/GF—8

Dated : ...9/3/..... 2015

Copy to:

1. Finance Officer;
2. Deputy Registrar (Development) for necessary action;
3. Deputy Registrar (SB&PS/Records/Councils with reference to D.No. (C) 130 dated January 27, 2015)
4. Deputy Finance Officer (Salary/Budget/Grant)
5. AR (Vice-Chancellor/PVC Secretariat);
6. Sr. P. A. to Registrar
7. Person concerned;
8. Guard File.....

ASSISTANT REGISTRAR
(ADMINISTRATION - NT)

07/3/15