



No. F. TU/REG/OFFICER (Placement)/01/2014


Dated, the 26th June, 2019

### OFFICE ORDER

In supersession of earlier order, it is hereby notified for information of all concerned that allotment of duties amongst the Officers of the Registrar's Branch shall be as given below to route their files through the Registrar.

Name of the Officer	Assignment
Dr. K. B. Jamatia Joint Registrar (Adm-I)	i) Service matters of regular Non-Teaching officers/staff including fixation of Pay, Increments, Leave, LTC, HTC, Pension & other Retirement benefits, Promotion, MACPS etc. ii) Matter relating to MRW, Contractual Officers/Staff. iii) Matter relating to hiring of outsource personnel. iv) University Quarter. v) UGC, MHRD Correspondence, Legal matters and other duties as may be assigned by VC/Registrar. vi) Legal matter related to Non-Teaching staff.
Shri M. M.Reng Joint Registrar Admin-II	i) Service matters of regular Teaching staff (Professor, Associate Professor, Assistant Professor) including fixation of Pay, Increments, Leave, LTC, HTC, Pension & other Retirement benefits. Appointment of HOD/Deans of Faculties, CAS promotion. ii) Matter relating to contractual Faculty members. iii) Reservation, Nodal Officer for ST/SC/PWD. iv) All India survey of Higher Education and Institutions. v) Land matters of University. vi) Legal matter related to Teaching staff.

This will come into effect immediately and will continue until further order.

  
(Prof. M. K. SINGH)  
REGISTRAR (I/C)

Copy to:-

1. The Finance Officer, Tripura University.
2. The Dean of Arts & Commerce, Tripura University.
3. The Dean of Science, Tripura University.
4. All Heads/ Head In-Charges, Department of \_\_\_\_\_, Tripura University.
5. All officers of the University, \_\_\_\_\_
6. All Section/Branch's Tripura University.
7. P.S to Hon'ble Vice-Chancellor, Tripura University.