

WORK ASSIGNMENT as on 10.09.2020
ACADEMIC SECTION, REGISTRAR'S OFFICE, AMU, ALIGARH

S.No.	Name, Designation & Contact No.	Worked Assigned
01.	Mr. S. Iftikhar Husain Assistant Registrar Mobile: 9760739773	Head of the Section
03.	Mr. M. Sarfaraz Alam Saifi Section Officer (Admin) Mobile: 9897891228	Over all supervision of the Section. To check the work as assigned to different dealing concerned being done by in time. To assist Assistant Registrar in the smooth functioning of the Section.
04.	Mr. Abdul Ghafoor Khan Assistant (Admin) Mobile :- 8979532441	Dealing with all type of Major/Minor Research Project funded by the different funding agencies to the teachers of the University. DRS-SAP Program sanctioned by the UGC, New Delhi to the Depts. of the University Maintaining personal files of the staff members /Stationary of the section. Other work assigned to him time to time.
05.	Mr. Kamal Haider Assistant (Admin) Mobile : 9897917821	ICSSR PDF to the Ph.D. holders/ ICSSR Doctoral fellowship to the Research Scholars/ ICSSR Senior Fellowship for retired teachers/ ICSSR short-tem Doctoral fellowship. DBT-JRF/SRF/RA Fellowship. DBT-Ramalinga Re-entry fellowship (PDF). DST-JRF/SRF/Inspire Fellowship. Stipend to the MD (Unani) students. ICMR-JRF/SRF/RA fellowship. NBHM – PDF. And other scholarships. Signing all types of Scholarship forms/Fellowship Forms etc. Other work as assigned to him time to time.
06.	Mr. Ainul Haq Assistant (Admin) Mobile : 9369951841	Educational Tour of the University. Endorsement certificate for Travel Grant of Teachers/Research Scholars Schemes of Ministry of Education, Govt. of India etc. NOCs to Research Scholars to attend the Conferences/Seminars etc. Abroad. Invitation of the Registrar/Vice-Chancellor within India & Abroad, Forwarding email etc. Other work as assigned to him time to time.
07.	Mr. Mohd. Shah Alam LDC (Admin.) Mobile :- 9548043151	Dealing with the request from Teachers concerned for providing Financial Assistance for attending Conferences / Seminars / Workshop etc within India and aboard. Dealing with the request from Research Scholars for providing Financial Assistance for attending Conferences / Seminars / Workshop etc within India & aboard and for Field work & Publication Work. Dealing with the request from teachers for Duty Leave. Dealing with the request from teachers for bilateral exchange program/fellowship/awards. Holding Conferences/Seminars/Work-shop etc. with & without financial assistance. Dealing with the Nominations of the teachers for attending the Academic Programme on behalf of the University. Other work assigned to him time to time.
08.	Mr. Abdul Farid LDC (Admin.) Mobile :- 9897604245	Issuing the Certificate of Medium of Instruction/Equivalency. Dealing with the request for University Extension Lectures. Dealing with the recognition of Madarsas. Dealing with the Academic Matter related to Centre for Distance Education, Residential Coaching Academy, Centre for Adult Education, Career Planning Centre, Institute of Persian Research, S.S. Academy, National Social Services Committee. MoUs (National & International). Dealing with the correspondence and its related matter to Recognition of UG & PG Degrees/Courses in all the Faculties. Dealing with the committees constituted by the Vice-Chancellor on Academic matters. Other work as assigned to him time to time.
09.	Mr. Hasnain Zafar LDC (Admin.) Mobile :- 9259286765	Board of Studies of all the Departments/Centres in the University as well as Faculty Meetings of the University and its related correspondence. Self typing./ Any other work assigned to him time to time.
10.	Mr. Mohd. Tariq Khan LDC (Admin.) Mobile :- 9045013321	Local Dispatch Any other work assigned to him time to time.
11.	Mr. Intizar Ahmad LDC (Admin.) Mobile :- 8439009826	Receipt & Speed post (Outside dispatch) / Typing work in the Section if needed. RTI Files. Other miscellaneous work as work as required to him.
12.	Mr. S. Arif Husain MTS/9997146733	To distribute Internal Dak and other office related work in the office hours Address:- 4/1131 Hamdard Nagar 'B', Jamalpur, Aligarh
13.	Mr. Sagheer Khan (Unskilled)/7533846988	To distribute External Dak and other office related work in the office hours Address:- Gali No. 02, Hamdard Nagar 'A', Near, Gol Market, Jamalpur, Aligarh
14.	Mr. Suhail Ahmad (Skilled)/9368639718	To distribute External & Internal Dak and other office related work in office hours. 4/77 Purani Police Chaoki, Yasir Bagh Masjid, Jamalpur, Aligarh

Important:-

1. Punctuality is to be strictly adhered to by all concerned.
2. All dealing concerned are hereby directed to ensure the clearance of paper from their table within three days positively. Important/Urgent/Time Limit papers are to be dealt on the same day.
3. In the absence of Mr. Hasnain Zafar, Mr. Farid will look after the additional work of Mr. Hasnain and vice-versa.
4. In the absence of Mr. Tariq Khan, Mr. Intizar will perform additional work of Mr. Tariq Khan and vice-versa