

## **General Branch**

<b>Sr. No.</b>	<b>Name S/Shri</b>	<b>Designation</b>	<b>Phone</b>	<b>Mobile</b>	<b>Intercom Number</b>
1.	R.K. Sharma	Assistant Registrar	238190(O) 238696 ®	--	2112 (O) 2143®
2.	Hukam Chand	Superintendent	227450®		2433, 2434

## **Branch Profile**

- (1) Reservation of University Guest House / K.V.Niwas, Shimla and all matters relating to Guest House(s).
- (2) Purchase, issuance & repair of Furniture / Stationery / General Articles for the University.
- (3) Installation of Phones in the University offices, payment of telephone bills, maintenance of EPABX, repair of Type-Writers & Photostat machines.
- (4) Allotment of University Premises i.e. Houses /Shops / Booths / Khokhas etc.
- (5) Recovery of rent of University Premises i.e. Houses / Shops etc. and issue of No-Dues Certificate.
- (6) Purchase of University Vehicles & Maintenance thereof.
- (7) University Convocation and Functions
- (8) Issuance of General / Stationery items.
- (10) Issuance of livery to the eligible staff.
- (11) Printing of various proforma including various receipts for cash collection etc.

Yours faithfully,

***Assistant Registrar (General)***