



جامعہ ہمدرد

**JAMIA HAMDARD**

(Deemed to be University)

Accredited by NAAC in 'A' Category

Hamdard Nagar, New Delhi-110062

Phone : 011-26059688 (12 Lines)

Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

D.No. Estab/ED/158

Dated: 07/08/2025

**OFFICE ORDER**

Vide letter no. Estab./ED/2025/109 dated 03-06-2025; **Shri Rakesh Mohan, IA&AS** (Retd.) has been engaged as **Officer on Special Duty (Internal Audit)** with effect from 03.06.2025.

2. In accordance to terms of his engagement, all files involving payments exceeding Rs. 5,00,000 (Rupees Five Lakhs only) pertaining to vendors, projects, consultancy, professional fees, salary and pension disbursements, and other financial matters, shall mandatorily be routed through **Shri Rakesh Mohan, OSD (Internal Audit)** for pre-audit review and verification of compliance with applicable financial rules and regulations.

3. After reviewing the file, **Shri Rakesh Mohan**, shall forward the file to the Finance Officer and thereafter, it shall be submitted to the Competent Authority for final approval.

4. All concerned officials are directed to ensure strict compliance with the above instructions with immediate effect.

Authority: Approval of the Vice-Chancellor dated 21-07-2025.

  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

Copy to:

1. **Shri. Rakesh Mohan, OSD (Internal Audit)**
2. **Finance Officer (Officiating)**
3. **All Deans/ HODs/Directors/ Section In-charges**
4. **Dean Academics/Director- IQAC/ Director R&D Cell**
5. **Chief Proctor/ DSW/Provost (Boys/Girls)/COE**
6. **Asstt. Finance Officer/ Consultant (Finance Division)/Asstt. Registrar (Purchase)**
7. **In-charge- HAH-CIT, for uploading in the website and notification**
8. **AR/Secretary to Vice Chancellor**
9. **Sr. PA to Registrar**
10. **Personal/Guard file**

