



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.ac.in

D.No: Estab/LD/2025/1671

Dated: 09-12-2025

OFFICE ORDER

Sub.: Responsibilities of In-charge (Housekeeping) –Reg.

Consequent upon the retirement of **Mr. Azhar Ali Khan**, Executive Engineer (Officiating), on attaining the age of superannuation w.e.f. 30-11-2025 (afternoon), who was also holding the additional charge of In-Charge (Housekeeping), the Vice-Chancellor has been pleased to assign the responsibilities to **Dr. Sarfaraz Ahsan**, Deputy Registrar as **In-Charge (Housekeeping)** in addition to his existing assigned duties, with immediate effect, till further orders.

2. Mr. Mohd. Javed Khan, Junior Engineer (Civil) on contractual basis, who has been assisting the In-Charge (Housekeeping), shall continue to assist till the arrangement of adequate staff.

Authority: Approval of the Vice-Chancellor dated 02-12-2025.

(Col. Tahir Mustafa)
Registrar

Copy to :

1. **Dr. Sarfaraz Ahsan**, Deputy Registrar
2. All Deans/ All HoDs/All Section- In-charges
3. Director- IQAC/Chief Proctor/Provost (Boys/Girls)/DSW
4. Finance Officer (Offg.)/COE/Executive Engg. (Officiating)
5. AR/Secretary to Vice-Chancellor
6. Sr. PA to Registrar
7. Guard File/Personal File