



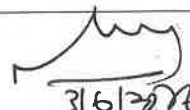
**JAMIA HAMDARD**  
(Deemed to be University, NAAC Accredited A+)  
**Centre for Distance and Online Education**  
Hamdard Nagar, New Delhi-110062  
Email: director\_sodl@jamiahamdard.ac.in



Dated: 03.06.2026

### LIST OF NON-TEACHING STAFF OF CDOE

S.No.	Name	Designation	Date of Joining Jamia Hamdard	Date of Joining CDOE
1.	Dr. Sarfaraz Ahsan	Deputy Registrar	15.10.2018	15.10.2018
2.	Mr. Raja Ram	Deputy Registrar, DU (Retd) on re-employment as Officer on Special Duty	01.02.2024	01.02.2024
3.	Mr. Kishwar Khan	Assistant Registrar	20.06.2023	01.07.2025
4.	Mr. Jamshed Saeed	Section Officer	01.10.1989	08.05.2026
5.	Mr. Mohd Imran Khan	Head Cashier (Office In charge)	01.01.2024	04.11.2025
6.	Dr. Jawed Azmi	Computer Programmer	16.10.1998	15.04.2024
7.	Mr. Mohd. Hassan Khan	Junior Assistant (contract)	01.09.2015	01.09.2015
8.	Mr. Shahid Mohammad	Junior Assistant (contract)	15.06.2015	15.06.2015
9.	Mr. Md. Shahzaan	Junior Assistant (contract)-cum- Computer Operator	19.07.2024	19.07.2024
10.	Mr. Naseem Ahmad	Multi-Tasking Staff (MTS)	15.05.2016	15.05.2016
11.	Mr. Javed	Multi-Tasking Staff (MTS)	08.04.2025	08.04.2025
12.	Mr. Adil Khan	Multi-Tasking Staff (MTS)-cum-Computer Operator	20.02.2026	20.02.2026

  
 (Prof. M.A. Sikandar)  
 Director, CDOE

Director  
 Centre for Distance and Online Education  
 Jamia Hamdard (Deemed to be University)  
 Hamdard Nagar, New Delhi-110062

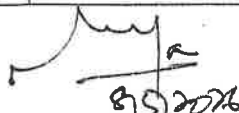


**JAMIA HAMDARD**  
(Deemed to be University, NAAC Accredited A+)  
**Centre for Distance and Online Education (CDOE)**  
Hamdard Nagar, New Delhi-110062  
Email: director\_sodl@jamiahamdard.ac.in


Dated: 08.05.2026

**LIST OF NON-TEACHING STAFF OF CDOE**

S.No.	Name	Designation	Date of Joining Jamia Hamdard	Date of Joining CDOE
1.	Dr. Sarfaraz Ahsan	Deputy Registrar	15.10.2018	15.10.2018
2.	Mr. Raja Ram	Officer on Special Duty (OSD)	01.02.2024	01.02.2024
3.	Mr. Kishwar Khan	Assistant Registrar	20.06.2023	01.07.2025
3.	Mr. Jamshed Saeed	Section Officer	01.10.1989	08.05.2026
4.	Mr. Mohd Imran Khan	Head Cashier (Office Incharge) on contract	01.01.2024	04.11.2025
5.	Dr. Jawed Azmi	Computer Programmer	16.10.1998	15.04.2024
6.	Mr. Mohd. Hassan Khan	Junior Assistant (contract)	01.09.2015	01.09.2015
7.	Mr. Shahid Mohammad	Junior Assistant (contract)	15.06.2015	15.06.2015
8.	Mr. Md. Shahzaan	Junior Assistant cum Computer Operator (contract)	19.07.2024	19.07.2024
9.	Mr. Naseem Ahmad	Multi-Tasking Staff (MTS) (outs source)	15.05.2016	15.05.2016
10.	Mr. Javed	Multi Tasking Staff (MTS) (out source)	08.04.2025	08.04.2025
11.	Mr. Adil Khan	Data Entry Operator cum MTS (out source)	20.02.2026	20.02.2026

  
 (Prof. M.A. Sikandar)  
 Director CDOE

Director  
Centre for Distance and Online Education  
Jamia Hamdard (Deemed to be University)  
Hamdard Nagar, New Delhi-110062

  
 (Col. Tahir Mustafa)  
 Registrar  
 Registrar  
 Jamia Hamdard  
 (Deemed to be University)  
 Hamdard Nagar  
 New Delhi-110062

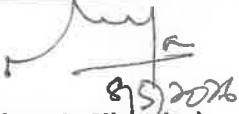


**JAMIA HAMDARD**  
(Deemed to be University, NAAC Accredited A+)  
**Centre for Distance and Online Education (CDOE)**  
Hamdard Nagar, New Delhi-110062  
Email: director\_sodl@jamiahamdard.ac.in

Dated: 08.05.2026

**LIST OF NON-TEACHING STAFF OF CDOE**

S.No.	Name	Designation	Date of Joining Jamia Hamdard	Date of Joining CDOE
1.	Dr. Sarfaraz Ahsan	Deputy Registrar	15.10.2018	15.10.2018
2.	Mr. Raja Ram	Officer on Special Duty (OSD)	01.02.2024	01.02.2024
3.	Mr. Kishwar Khan	Assistant Registrar	20.06.2023	01.07.2025
3.	Mr. Jamshed Saeed	Section Officer	01.10.1989	08.05.2026
4.	Mr. Mohd Imran Khan	Head Cashier (Office Incharge) on contract	01.01.2024	04.11.2025
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10.	Mr. Javed	Multi Tasking Staff (MTS) (out source)	08.04.2025	08.04.2025
11.	Mr. Adil Khan	Data Entry Operator cum MTS (out source)	20.02.2026	20.02.2026

  
 (Prof. M.A. Sikandar)  
 Director CDOE

Director  
Centre for Distance and Online Education  
Jamia Hamdard (Deemed to be University)  
Hamdard Nagar, New Delhi-110062

  
 (Col. Tahir Mustafa)  
 Registrar

Registrar  
Jamia Hamdard  
(Deemed to be University)  
Hamdard Nagar  
New Delhi-110062



جامعہ ہمدرد

JAMIA HAMDARD

(A Government Aided Deemed to be University)



4

D. No: Estab/LD/2025/1026

Dated: 26.07.2025

**NOTIFICATION**

This is to notify that **Col. Tahir Mustafa**, Centre for Automated Military Survey (CAMS); IHQ of Ministry of Defence (Army), Govt. of India, has been appointed as the Registrar of Jamia Hamdard on deputation basis w.e.f. 26.07.2025 (Forenoon), the date of his joining.

All Official/Demi Official letters/other communications required personal attention of the Registrar may please be sent to the following address:

**Colonel Tahir Mustafa**  
Registrar  
Jamia Hamdard  
Hamdard Nagar, New Delhi-110062.  
Phone Office: 011 26059688- Extn. 5303, 5304  
Email: registrar@jamiyahamdard.ac.in

Issued with the approval of Competent Authority.

  
26/07/25  
(Dr. Sarfaraz Ahsan)  
Dy. Registrar

**Distribution:**

01. The Hon'ble Chancellor, Jamia Hamdard, New Delhi.
02. The President, Hamdard National Foundation, HECA-India, BEB.
03. The Secretary (H.E.) to the Govt. of India, Ministry of Education, New Delhi.
04. The Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
05. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
06. The Secretary General, Association of Indian Universities, New Delhi
07. The Chairman, AICTE, Vasant Kunj, New Delhi
08. The Chairperson, NCISM, Ministry of AYUSH, Govt. of India, New Delhi
09. The Chairman, Pharmacy Council of India, New Delhi
10. The President, Indian Nursing Council, New Delhi
11. The President, Delhi Nursing Council, New Delhi
12. The Chairman, Bar Council of India, New Delhi
13. The Chairman, National Medical Commission, New Delhi
14. Military Secretary's Branch, MS-3 (Deputation), Integrated Headquarters of Ministry of Defence (Army), New Delhi - 110011
15. Centre for Automated Military Survey (CAMS), RTR Marg, Delhi Cantt.-10
16. Registrars of All Central Universities/Deemed Universities/National Institutions
17. The Members of Executive Council/Finance Committee/Academic Council of Jamia Hamdard
18. All Deans of the Schools, Jamia Hamdard
19. Finance Officer, Jamia Hamdard
20. Director IQAC, Director R&D Cell
21. Director, Jamia Hamdard Kannur Campus, Kerala/ Director, HVKC, Moradabad
22. All Heads of the Departments/Offices/Units/Section In-Charge of Jamia Hamdard
23. In Charge HAHCIT – to get it uploaded on JH website
24. AR/Secretary to Vice-Chancellor, Jamia Hamdard
25. Sr. PA to Registrar
26. Personal/Guard File

  
26/07/25  
(Dr. Sarfaraz Ahsan)  
Dy. Registrar

JAMIA HAMDARD  
HAMDARD NAGAR, NEW DELHI -110 062

D.No. Estab./LD/698  
Dated: 31-10-2018

OFFICE ORDER

Mr. Sarfaraz Ahsan is appointed as Deputy Registrar (General Administration) on the terms & conditions as mentioned in the offer letter No. Estab./ED/101 dated 31.07.2018 and posted in the Establishment Section w.e.f. 15.10.2018 (F/N), the date of his joining duty. The following will be the responsibilities of Mr. Sarfaraz Ahsan as Deputy Registrar.

He will look after the general administration under the supervision of Registrar. All matters relating to general administration (Establishment, Academic, Purchase, Security, Transport, House-Keeping, Scholars' House and Convention Centre) will be routed through Deputy Registrar. Hence all office orders, appointment/offer letter, purchase orders, sanction of leaves shall be issued at his level after approval. In addition to his assigned responsibility he may be asked to perform any other duty as assigned by the competent authority.

Issued by the approval of the Competent Authority.

  
(S.S. Akhtar)  
Registrar

Mr. Sarfaraz Ahsan  
Deputy Registrar

Copy to:

01. All Deans of Schools
02. All Heads of the Departments/ Office/Unit
03. Finance Officer
04. AR (Academic/ Purchase, Estab.)
05. Incharge - Transport/Security/Transport/Scholars House/Convention Centre / House Keeping
06. A.R. VCS
07. Sr. P.A. to PVC
08. PA to Registrar
09. Guard/Personal File

o/c

JAMIA HAMDARD  
HAMDARD NAGAR, NEW DELHI - 110 062.

D.No. Estab/ED/01  
Dated: 31.07.2018

Mr. Sarfaraz Ahsan  
Flat No. 303, Sanskriti Building  
MDI Campus  
Management Development Institute  
Mehrauli Road, Sukhrali  
Gurugram - 124001  
(Haryana)

**SUBJECT: APPOINTMENT AS DEPUTY REGISTRAR IN JAMIA HAMDARD.**

The Vice-Chancellor, on the recommendation of the Selection Committee held on 12.07.2018, is pleased to approve your appointment as Deputy Registrar in Jamia Hamdard in the Pay Band of Rs. 15600-39100+ GP Rs. 7600/- (pre revised), on probation for a period of two years, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital. For medical examination you may please contact the Medical Superintendent HAHC Hospital of this University.

The detailed terms and conditions of your appointment are attached herewith this letter.

Please contact in the Registrar Office with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed)
2. Relieving order from your present employer, if applicable.

Issued by the order of Competent Authority.

  
(S.S. Registrar)  
Registrar HA

Copy to :

1. Finance Officer
2. Medical Supdt., HAHC Hospital
3. AR to VCS
4. SPA to PVC
5. PS to Registrar
6. Personal/Guard File



# JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A' Category  
Declared Institute of Eminence (IoE) by MHRD, GoI

Phone : 011 26059688 (12 Lines)  
Fax : 011 26059663  
Email : [inquiry@jamiahamdard.edu](mailto:inquiry@jamiahamdard.edu)  
Website : [www.jamiyahamdard.edu](http://www.jamiyahamdard.edu)

HAMDARD NAGAR  
NEW DELHI - 110062

No. Estab/LD/1077.  
Dated: 09/07/2023

## JOINING NOTIFICATION

On the recommendation of the Selection Committee held on 12/06/2023 Mr. Kishwar Khan was given offer of appointment as Assistant Registrar in Jamia Hamdard vide letter D.No. Estab/ED/146 Dated: 19/06/2023, which he subsequently joined on 20/06/2023 (F/N).

Consequent upon his acceptance of the terms & conditions attached with the above letter, he is hereby appointed as Assistant Registrar in Jamia Hamdard and the basic pay has been fixed at Rs. 56,100/- the minimum in the pay matrix Level-10 (Rs. 56100-177500) on probation for a period of two years, w.c.f. 20/06/2023 (F/N), the date of joining.

He has been posted in the Establishment Section with immediate effect and will look after the affairs of Non Teaching staff and will also look after the work of General Administration.

Issued with the approval of Competent Authority.

  
09/07/23  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Mr. Kishwar Khan**  
**Assistant Registrar**  
**Jamia Hamdard**

### Copy to:

1. Finance Officer – with details of bank account
2. Deputy Registrar
3. A.R./Secretary to Vice-Chancellor
4. PA to Registrar
5. Personal/ Guard File



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Phone : 011 26059688 (12 Lines)

Email : [estab.section@jamiahamdard.ac.in](mailto:estab.section@jamiahamdard.ac.in)

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

Hamdard Nagar, New Delhi - 110062

D.No: Estab/ED/22

Dated: 19.01.2024

Mr. Raja Ram  
Ex-Deputy Registrar  
Flat No. 3, Plot No. 44-45  
Ward-4, Mehrauli  
New Delhi-110030  
Email: [rajaji1963@gmail.com](mailto:rajaji1963@gmail.com)

**SUBJECT: OFFER OF ENGAGEMENT AS CONSULTANT ON CONTRACTUAL BASIS IN JAMIA HAMDARD.**

The Vice-Chancellor is pleased to approve your engagement as Consultant in Centre for Distance and Online Education (CDOE) in Jamia Hamdard purely on contractual basis on consolidated salary of Rs. 57,500 + Rs. 7500/- Conveyance P.M (all inclusive) for a period of one year, with effect from the date of joining duty.

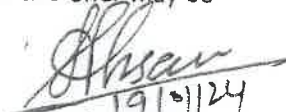
You are requested to contact the Deputy Registrar with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.
3. Please bring educational & experience certificates in original for verification.

Other terms and conditions of your engagement will be as under:

1. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
2. There will be no encashment of leaves and leaves at credit will be treated as lapsed if not availed during the period of contract.
3. You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
4. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
5. You are expected to continuously update your knowledge & actively engage in work of your specialization.
6. This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
7. The contract can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or paying an amount in lieu of notice period.
8. If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 18.01.2024.

  
19/01/24  
(Dr. Sarfaraz Ahsan)  
Dy. Registrar

Copy to:

1. Finance Officer
2. Officiating Director, CDOE
3. AR to VCS/P.A. to Registrar
4. Personal/Guard File



# JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A+' Category  
Declared Institute of Eminence (IoE) by MHRD, GoI

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

HAMDARD NAGAR  
NEW DELHI - 110062

No: Estab/LD/2024/388


Dated:11.03.2024

## OFFICE ORDER

In partial modification to earlier Office Order No.Estab/LD/252 dated 13/02/2024, the Vice-Chancellor is pleased to re-designate Mr. Raja Ram, Consultant, CDOE as Officer on Special Duty (OSD), CDOE on contract basis with immediate effect on same terms and conditions for the effective functioning of the Centre for Distance & Online Education (CDOE).

As an Officer on Special Duty (OSD), Mr. Raja Ram will be responsible for overall supervision of the Centre and will report to Director (In-charge), CDOE.

**Authority:** Approval of the Vice Chancellor dated 27.02.2024.

  
11/3/2024  
(Dr. M.A. Sikandar)  
Registrar

Copy to:

1. Mr. Raja Ram, Officer on Special Duty (OSD)
2. Director (In-charge) CDOE
3. Director- IQAC/ Chief Proctor/ Provost/ DSW/ COE
4. AR/Sectt. to VC
5. PA to Registrar
6. Personal/Guard File

  
- 12/03



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

No. Estab/LD/2026/274

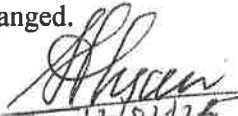
Dated: 12/02/2026

**CORRIGENDUM**

In continuation of Office Order D.No. Estab/LD/2026/139 dated 27.01.2026 regarding renewal of contract of Mr. Raja Ram, Officer on Special Duty (OSD), Centre of Distance and Online Education (CDOE), Jamia Hamdard, it is hereby clarified that consequent upon enhancement of Rs. 5,000/- per month in the conveyance amount (from Rs. 7,500/- to Rs. 12,500/-), his total consolidated remuneration works out to Rs. 70,000/- (Rupees Seventy Thousand only) per month i.e. Rs. 57,500/- plus Rs. 12,500/- towards conveyance.

2. However, in the aforesaid Office Order, the consolidated remuneration was inadvertently mentioned as Rs. 75,000/- per month. The same shall be read as Rs. 70,000/- (Rupees Seventy Thousand only) per month including Rs. 12,500/- towards conveyance w.e.f. 03.02.2026 to 02.02.2027.

3. All other terms and conditions of the ibid Office Order shall remain unchanged.

  
12/02/26  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Copy to:**

1. Finance Officer (Officiating) – for necessary action and correction in salary records
2. Mr. Raja Ram, Officer on Special Duty (OSD) Contractual, CDOE, Jamia Hamdard
3. Director - CDOE
4. AR/Secretary to Vice Chancellor
5. Sr. PA to Registrar
6. Personal/ Guard File.



# 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/LD/155**  
**Dated: 31/01/2025**

## OFFICE ORDER

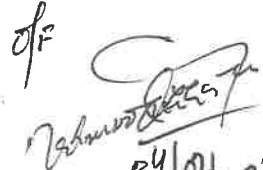
In continuation of the office order D.No. Estab/LD/388, dated 11/03/2024 & D.No. Estab/LD/252, dated 13/02/2024; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of **Mr. Raja Ram**, Officer on Special Duty (OSD) on contractual basis at Center of Distance and Online Education (CDOE) in Jamia Hamdard for a further period of one (01) year with effect from 03/02/2025 to 02/02/2026, on consolidated salary of Rs. 57,500/- P.M (Rupees Fifty Seven thousand Five Hundred only) + Rs. 7,500/- (Rupees Seven Thousand Five Hundred only) as Convenience (all inclusive), on the existing terms & conditions as mentioned in the offer of engagement letter No. Estab/ED/22, Dated 19/01/2024.

Authority: Approval of the Vice-Chancellor dated: 13/01/2025.

  
31/01/25  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

### Copy to:

1. Mr. Raja Ram, Officer on Special Duty (OSD) Contractual, CDOE
2. Finance Officer (Offg.)
3. Director (In-charge) – CDOE
4. AR/Secretary to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal file/Guard file

  
04/01/2025

Date: 03.02.2025

The Director  
Centre for Distance and Online Education  
Jamia Hamdard  
New Delhi-110062

**Sub: Joining Report**

Sir,

With reference to the Office Order D.No.Estab/LD/155 dated 31.01.2025 in continuation of the office order D.No.Estab/LD/388 dated 11.03.2024 & D.No.Estab/LD/252 dated 13.02.2024, regarding renewal of contractual engagement of Mr. Raja Ram, Officer on Special Duty on contractual basis at Centre for Distance and Online Education, Jamia Hamdard for a further period of one year with effect from 03.02.2025 to 02.02.2026, I hereby join my duty today on 03.02.2025 (Forenoon) in CDOE, Jamia Hamdard. Kindly accept my joining report. A copy of the concerned Office Order is enclosed

Thanking you,


Yours faithfully,



(Raja Ram)

Offier on Special Duty

Encl: as above.

O/F  
  
04/02/2025



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

Phone : 011 26059588 (12 Lines)  
 Fax : 011 26059563  
 Email : [inquiry@jamiahamdard.edu](mailto:inquiry@jamiahamdard.edu)  
 Website : [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

HAMDARD NAGAR  
 NEW DELHI - 110062

D.No. Estab/LD/184  
 Dated: 02.03.2021

Promotional order  
 to Section  
 Officer

## OFFICE ORDER

On the recommendations of the Departmental Promotion Committee in its meeting held on 17.02.2021 in pursuance of HoM Resolution-11(6) dated 07.09.2020 and its subsequent approval by the Competent Authority, following Senior Assistants are promoted to the post of Section Officers in the pay band of Rs. 9300-34800+G.P. 4600 corresponding to Level-7 as per 7<sup>th</sup> CPC with effect from 17.02.2021, the date of DPC.

1. Mr. Ajmal Abbasi
2. Mr. Jamshed Saeed
3. Mr. T.C. Bhatt
4. Mr. Wasim H. Zahidi
5. Mr. Suhail Sabir
6. Mr. Mueed Ahmad

They will be on probation for a period of two years. During the period, they will be required to put in satisfactory performance failing which their services will be liable to be reverted at any time without any notice or reason being assigned for the same.

They may exercise their option for fixation of pay either from the date of promotion or from the date of next increment in the old Pay, as per rule.

Issued by the order of Competent Authority.

  
 02/03/2021  
 (Dr. Sarfaraz Ahsan)  
 Dy. Registrar

1. Mr. Ajmal Abbasi, Dept. of Biotechnology, SCLS
2. Mr. Jamshed Saeed, Finance Section
3. Mr. T.C. Bhatt, Finance Section
4. Mr. Wasim H. Zahidi, Finance Section
5. Mr. Suhail Sabir, Establishment Section
6. Mr. Mueed Ahmad, Establishment Section

### Copy to :

1. Finance Officer
2. HoD, Biotechnology
3. A.R. (Estab.)
4. AR/Secretary to Vice-Chancellor
5. PA to Registrar
6. Personal/Guard File

# JAMIA HAMDARD

(HAMDARD UNIVERSITY)



JH/A-178/89-90

23 February 1990

OFFICE ORDER NO. 32

The Vice Chancellor has been pleased to approved the appointment of the following staff on regular basis w.e.f. the date and scale of pay shown against each of them.

Sl. No.	Name	New Scale	Pay in new scale	Designation	Date of appnt.
1.	Mr. Mufti Suleman Zafar Qasmi	950-1500	950	L.D.C.	10.05.1989
2.	Mr. Armanul Haq	950-1500	950	Museum Asstt.	10.05.1989
3.	Mr. Jamshed Saeed	950-1500	950	L.D.C.	1.10.1989
4.	Mr. Farhat A. Zaidi	950-1500	950	Lab. Asstt.	10.05.1989
5.	Mr. Pradip Roy	950-1500	950	Lab. Asstt.	1.11.1989
6.	Mr. Hafizur Rehman	950-1500	950	Gen./Tubewell Operator	1.09.1989
7.	Mr. Salman Kausar	950-1500	950	Receptionist	1.01.1990
8.	Mr. Afsar Husain	950-1500	950	Steward	1.01.1990
9.	Mr. Mohd. Lutfullah	750- 940	750	Moazzin	10.05.1989
10.	Mr. Noor Mohd.	750- 940	750	Peon	10.05.1989
11.	Mr. Abdul Rehman	750- 940	750	Peon	10.05.1989
12.	Mr. Sant Prakash	750- 940	750	Sweeper	10.05.1989
13.	Mr. Usmaan Ali	750- 940	750	Helper	10.05.1989
14.	Mr. Ram Pyare Ram	750- 940	750	Helper	10.05.1989
15.	Mr. Sabir Khan	750- 940	750	Helper	10.05.1989
16.	Mr. Mohd. Sirajuddin	750- 940	750	Helper	10.05.1989
17.	Mr. Panch Ram	750- 940	750	Helper	10.05.1989
18.	Mr. Suresh Kumar	750- 940	750	Helper	10.05.1989
19.	Mrs. Darshana	750- 940	750	Sweepress	10.05.1989
20.	Mrs. Shakuntala	750- 940	750	Sweepress	10.05.1989
21.	Mrs. Om Vati	750- 940	750	Sweepress	10.05.1989
22.	Mrs. Savitri	750- 940	750	Helper	10.05.1989
23.	Mrs. Ram Pyari	750- 940	750	Sweepress	10.05.1989

Received  
26.01.90

.... / 2-

1 2 1

24.	Mr. Rajesh	750 - 940	750	Sweeper	10.05.1989
25.	Mr. Mangal Singh	750 - 940	750	Sweeper	01.06.1989
26.	Mr. Murari Lal	750 - 940	750	Sweeper	01.06.1989
27.	Mr. Mohan Lal	750 - 940	750	Sweeper	01.01.1990
28.	Mr. Ramzan Khan	750 - 940	750	Helper	01.02.1990
29.	Mr. Bharom Lal	750 - 940	750	Sweeper	01.01.1990
30.	Mr. Munna Hasan Khan	750 - 940	750	Asstt. Cook	1.01.1990

This approval is being accorded on the recommendation of the Screening Committee constituted by the Executive Council of Jamia Hamdard to look into the pay structure of the staff of erstwhile IHMMR, IIIS and Majeedia Hospital and Rifa'ida School of Nursing. The conditions laid down by the Committee have been taken into consideration in the appointment and scale of pay.

Further, the Vice Chancellor is pleased to accord approval for the creation of the above mentioned posts to be ratified by the Executive Committee in due course.

  
 (S.M.A. RAZVI)  
 ACTING REGISTRAR

\*t



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

Hamdard Nagar, New Delhi-11006

Phone : 011-26059688 (12 Lines)

Website: [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in)

D. No. Estab./LD/2026/638

Date: 08/05/2026

**OFFICE ORDER**

**Sub.: Internal Transfer/Posting - Reg.**

**Mr. Jamshed Saeed**, Section Officer, presently posted in the Examination Section is hereby transferred and posted to Centre for Distance and Online Education (CDOE), Jamia Hamdard with immediate effect until further orders.

Authority: Approval of the Registrar dated 08.05.2026.

*Rukmesh Kumar*  
08-05-2026

(Rukmesh Kumar)  
Assistant Registrar (Estab.)  
(ESTABLISHMENT)  
JAMIA HAMDARD  
(Deemed to be University)  
New Delhi - 110062

Copy to:

1. Mr. Jamshed Saeed, Section Officer, Examination Section
2. COE
3. Director CDOE
4. Finance Officer (Officiating)
5. AR/Sectt. to Vice-Chancellor
6. Sr. PA to Registrar
7. Personal File
8. Guard File

joining may be allowed.

Resd  
08.05.26

Date: 8<sup>th</sup> May 2026

To

The Director, Centre for Distance and Online Education  
Jamia Hamdard New Delhi

Director, CDOE

Subject : Joining report



Allowed  
8/5/2026

Sir,

In pursuance of Office Order D.No, Estab/LD/2026/638, dated 8.5.2026, I, Jamshed Saeed,  
Section Officer hereby join the CDOE Jamia Hamdard for duties. My joining may be accepted.

Yours faithfully,

Jamshed Saeed  
(Jamshed Saeed)

Old  
CDOE



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A\*' Category

Hamdard Nagar, New Delhi-110  
Phone : 011-26039689 (12 Lines)  
Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

D.No. Estab/LD/2025/1473  
Dated: 29/10/2025

OFFICE ORDER

Sub:- Internal Transfer/postings-Reg.

Mr. Mohd. Imran Khan, Head Cashier (on contractual basis) presently posted at Scholar House and assisting the Sports Secretary, is transferred to the Centre for Distance & Online Learning (CDOE), with immediate effect.

He is directed to report his new place of posting with immediate effect.

Issued with the approval of the Competent Authority.


  
29/10  
(Col. Tahir Mustafa)  
Registrar

Copy to:

1. Mr. Mohd. Imran Khan
2. Finance Officer (Offg.)
3. Director, CDOE
4. Sports Secretary
5. Incharge, Scholar House
6. AR/Secretary to Vice Chancellor
7. Sr. PA to Registrar
8. Personal File/Guard File

Office Incharge, CDOE

  
8.11.25

	<p style="text-align: center;"><b>JAMIA HAMDARD</b> (Deemed to be University, NAAC Accredited A+) <b>Centre for Distance and Online Education (CDOE)</b> Hamdard Nagar, New Delhi-110062 Phone: +91-11-26059688 Ext. 5341,4342,5343,5344 Email: director_sodl@jamiyahamdard.ac.in</p>
---	---

No.CDOE/JH/2025/118

Date: 06.11.2025

**OFFICE ORDER**

Mr. Mohd. Imran Khan, Head Cashier (on contractual basis) has been posted in place of Mr. Mohd. Ajmal Abbasi, Section Officer (Retd.) in CDOE vide Office Order No.Estab/LD/2025/1473 dated 29.10.2025. Mr. Imran Khan has joined his duties in CDOE with effect from 4<sup>th</sup> November, 2025 (F/N). He has been assigned the following jobs in CDOE:

1. Dealing with all accounts matters related to students fees, miscellenous expenses in CDOE, processing of monthly bills of Teamlease Edtech Ltd., Service Provider.
2. All the Jr.Assistants in CDOE will report to him and he will supervise their work.
3. Any other work assigned by the Director, CDOE.
4. He will report to the OSD, CDOE and the Director, CDOE.
5. He will act as the Office Incharge in CDOE till the posting of a Section Officer in CDOE.

  
 (Prof. M.A.Sikandar)  
 Director

Mr. Mohd. Imran Khan  
Head Cashier / Office Incharge, CDOE  
Jamia Hamdard

Copy to:

1. The Registrar, CDOE, Jamia Hamdard
2. The Controller of Examination, Jamia Hamdard
3. All concerned Programme Coordinators of ODL and Online Programmes, CDOE
4. All concerned Deans of Studies/ Heads of Departments, Jamia Hamdard
5. Assistant Registrar (Academic), Jamia Hamdard
6. AR/Secretary to the Vice-Chancellor

03<sup>rd</sup> November 2025

To  
Director  
Centre for Distance and Online Learning (CDOL)  
Jamia Hamdard

Subject: Joining report.

*Joined today (Fri).  
may be  
described as  
the former  
CDOL.*

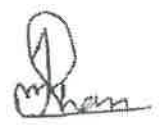
Respected Sir,

*OS*

With reference to Office Order No. Etab/LD/2025/1473 dated 29.10.2025, I have joined the Centre for Distance and Online Learning (CDOL) from Scholar House as Head Cashier with effect from 04.11.2025.

Submitted for your consideration.

Sincerely



Mohd Imran Khan  
Head Cashier (Contractual)

Mr. Javed Azmi  
RZ-2551A/27,  
Tughlakabad Extention  
New Delhi - 110 019



24  
DN. Est. b/ED/100  
Dated 8.10.98

**SUBJECT : OFFER OF APPOINTMENT FOR THE POST OF COMPUTER PROGRAMMER.**

Dear Sir,

I am to inform you that on the recommendation of the Selection Committee held on 06.10.1998, the Vice-Chancellor is pleased to offer you appointment as Computer Programmer in the pay scale of Rs. 6500-10500 subject to the following terms and conditions:

1. Your basic pay will be fixed at the minimum in the pay scale of Rs. 6500-10500.
2. You will be on probation for a period of two years. The appointing authority reserves the right to extend the period of probation, if necessary.
3. The post of Computer Programmer against which offer has been given to you is temporary and available in the Centre for Federal Studies.
4. Your services will be governed by the rules and regulations of Jamia Hamdard which are in force or may come in force from time to time.
5. At the time of joining duty, you are required to submit :
  - i) A Medical Certificate of fitness from District Medical Officer or from the Medical Superintendent of Majeedia Hospital (Jamia Hamdard), New Delhi.
  - ii) The Original as well as attested copies of your degrees/certificates showing your date of birth, educational/professional qualifications and experience. The original copies of certificates/degree will be returned after verification.
6. If this offer of appointment is acceptable to you, please report for duty and submit the joining report in the Office of the undersigned within one month from the date of issue of this letter. In case you do not join duty within the given time, this offer will be treated as canceled for which no separate communication will be sent to you.

Yours faithfully,

  
(DR. Q.G. ALI)  
REGISTRAR

N.O.O. :

Copy to : 1. Finance Officer  
2. Head, Centre for Federal Studies

  
9.10.98

9c

26

JAWA HANFARD  
ESTABLISHMENT SECTION  
NEW DELHI

D. NO: 222ab/LD/128  
Date: 16/10/98

UNIVERSITY MEMORANDUM

It is notified that Mr. Javed Azmi has joined his duties  
as Computer Programmer w.e.f. 16.10.98 (Forenoon).

Till further orders Mr. Javed Azmi will perform duty both  
in the Centre for Federal Studies and Registrar's Office  
in the pre lunch session and after lunch session res-  
pectively.

9  
REGISTRAR

Javed Azmi 16/10/98  
Mr. Javed Azmi,  
Computer Programmer

Copy to :

1. Head, Centre for Federal Studies
2. Finance Officer
- 3.

of  
/C  
16x90



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](http://www.jamiahamdard.ac.in)

D.No.: Estab/LD/237


Dated: 10/02/2026

**OFFICE ORDER**

In continuation of the office order D.No.Estab/LD/188, Dated: 12/02/2025; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of **Mr. Mohd. Hassan Khan, Junior Assistant** on contractual basis and presently posted in **Centre for Distance and Online Education (CDOE)**, Jamia Hamdard for a further period of 01 (one) year with effect from 24/02/2026 to 23/02/2027 with an enhancement of 10% i.e. Rs. 2,500/- per month (Rupees Two Thousand Five Hundred only) in his existing monthly consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the Office Order No. Estab/ED/52, Dated: 22/02/2023.

Hereafter, his monthly consolidated salary shall be **Rs. 27,500/-** (Rupees Twenty Seven Thousand Five Hundred only) (all inclusive) per month w.e.f. 24/02/2026 to 23/02/2027.

Authority: Approval of the Vice-Chancellor dated: 04/02/2026.

  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Copy to:**

1. Mr. Mohd. Hassan Khan, Junior Assistant (Contractual), CDOE
2. Finance Officer (Officiating)
3. Director – Centre for Distance and Online Education
4. AR/Secretary to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal/Guardfile



# جامیہ ہمدرد JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A+' Category

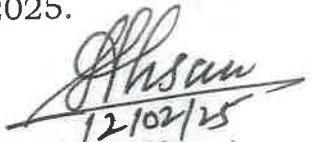
Hamdard Nagar, New Delhi-110062  
Phone : 011-26059688 (12 Lines)  
Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

**D.No. Estab/LD/188**  
**Dated: 12/02/2025**

## OFFICE ORDER

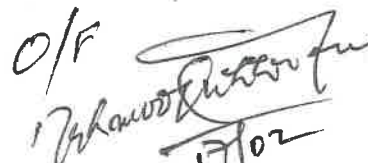
In continuation of the office order D.No. Estab/LD/275, dated 15/02/2024; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of Mr. Mohd. Hassan Khan, Junior Assistant on contractual basis in Centre of Distance and Online Education (CDOE), Jamia Hamdard for a further period of one (01) year with effect from 24/02/2025 to 23/02/2026, on consolidated salary of Rs. 25,000/- P.M (Rupees Twenty Five thousand only) (all inclusive), on the existing terms & conditions as mentioned in the offer of engagement letter No. Estab/ED/52, Dated 22/02/2023.

Authority: Approval of the Vice-Chancellor dated: 04/02/2025.

  
12/02/25  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

### Copy to:

1. Mr. Mohd. Hassan Khan, Junior Assistant (Contractual), CDOE, JH
2. Finance Officer (Offg.)
3. Director (In-charge) - CDOE
4. AR/Secretary (Officiating) to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal file/Guard file

O/F  
  
17/02



# JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A+' Category

Phone: 011 26059688 (12 Lines)  
Email: [estab.section@jamiahamdard.ac.in](mailto:estab.section@jamiahamdard.ac.in)  
Website : [www.jamiahamdard.edu](http://www.jamiahamdard.edu)  
Hamdard Nagar, New Delhi - 110062

D.No. Estab/LD/275

Dated: 15/02/2024

## OFFICE ORDER

In continuation of the office order D.No. Estab/LD/472 dated 22/03/23, the Vice-Chancellor is pleased to approve the renewal of contractual engagement of Mr. Mohd Hassan Khan, Junior Assistant (Contractual) CDOE, Jamia Hamdard for a further period of 01 (one) year with effect from 23/02/2024 to 22/02/2025 on consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the letter D.No. Estab/ED/52 dated 22/02/2023.

Authority: Approval of Vice Chancellor dated: 06/02/2024.

  
14/02/24  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

### Copy to:

1. Mr. Mohd Hassan Khan, Junior Assistant (Contractual) CDOE, Jamia Hamdard
2. Finance Officer
3. Director, CDOE
4. A.R./Secretary (Officiating) to Vice-Chancellor
5. PA to Registrar
6. Personal/ Guard File.







# JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)

Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)  
 Fax : 011 26059663  
 Email : [inquiry@jamiahamdard.edu](mailto:inquiry@jamiahamdard.edu)  
 Website : [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

HAMDARD NAGAR  
 NEW DELHI - 110062

D.No: Estab/ED/52 .  
 Dated: 22.02.2023

Mr. Mohd. Hassan Khan  
 H. NO.107 Gall No. 15  
 Noor Nagar, Jamia Nagar  
 NEW DELHI-110025

**SUBJECT: OFFER OF APPOINTMENT AS JUNIOR ASSISTANT ON CONTRACTUAL BASIS IN JAMIA HAMDARD.**

The Vice-Chancellor, on the recommendation of the Assessment Committee held on 07.02.2023, is pleased to approve your appointment as Junior Assistant purely on contractual basis in Jamia Hamdard on consolidated salary of Rs. 25,000/- P.M (Rupees Twenty Five Thousand only) (all inclusive) initially for a period of one year, with effect from the date of joining duty.


You are requested to contact the Deputy Registrar with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.

Other terms and conditions of your appointment will be as under:

1. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
2. There will be no encashment of leaves and leaves at credit will be treated as lapsed if not availed during the period of contract.
3. You will be required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
4. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
5. You are expected to continuously update your knowledge & actively engage in work of your specialization.
6. This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
7. The appointment can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the appointment can be terminated without any notice or paying an amount in lieu of notice period.
8. If the above terms and conditions are acceptable to you, kindly confirm within 7 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Issued by the order of Competent Authority.

  
 22/02/23  
 (Dr. Sarfaraz Ahsan)  
 Dy. Registrar

Copy to:

1. Finance Officer
2. AR to VCS/P.A. to Registrar
3. Personal/Guard File

23.02.2023

To,  
The Director  
CDOE  
Jamia Hamdard  
New Delhi- 110062

Subject : Reporting as Junior Assistant (Contractual) In Centre for Distance and Online Education

Respected Sir,

With reference to the offer of appointment No.D.No.Estab/ED/52 Dated February 22, 2023 I have Joined as Junior Assistant (Contractual) on February 23, 2023 in Jamia Hamdard. I am reporting as Junior Assistant (Contractual) in Centre for Distance and Online Education, Jamia Hamdard, New Delhi on February 23, 2023 fornoon.

Thanking You

Your Sincerely

*Hassan Khan*

Mohd Hassan Khan  
Junior Assistant (Contractual)  
CDOE

*forwarded for nfa as per  
rule 7 Jamia Hamdard*

Enclosure:

1. Copy of offer Letter

*9/1*  
*Prof (SO) H. Munir*  
*AQAR*



جامعہ ہمدرد

**JAMIA HAMDARD**

(Deemed to be University)  
Accredited by NAAC in 'A' Category

Hamdard Nagar, New Delhi - 110062  
Phone: 011-26059688 & 26059689  
Website: www.jamiahamdard.ac.in

D.No.: Etab/LD/344  
Dated: 16/02/2026

**OFFICE ORDER**

In continuation of the office order D.No.Estab/LD/187, Dated: 12/02/2025; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of **Mr. Shahid Mohammad, Junior Assistant** on contractual basis and presently posted in **Centre for Distance and Online Education (CDOE)**, Jamia Hamdard for a further period of 01 (one) year with effect from 24/02/2026 to 23/02/2027 with an enhancement of 10% i.e. Rs. 2,500/- per month (Rupees Two Thousand Five Hundred only) in his existing monthly consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the Office Order No. Estab/ED/48, Dated: 22/02/2023.

Hereafter, his monthly consolidated salary shall be **Rs. 27,500/-** (Rupees Twenty Seven Thousand Five Hundred only) (all inclusive) per month w.e.f. 24/02/2026 to 23/02/2027.

Authority: Approval of the Vice-Chancellor dated: 04/02/2026.

  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Copy to:**

1. Mr. Shahid Mohammad, Junior Assistant (Contractual), CDOE
2. Finance Officer (Officiating)
3. Director – Centre for Distance and Online Education
4. AR/Secretary to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal/Guardfile





# 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/LD/187  
Dated: 12/02/2025

## OFFICE ORDER

In continuation of the office order D.No. Estab/LD/274, dated 15/02/2024; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of Mr. Shahid Mohammad, Junior Assistant on contractual basis in Centre of Distance and Online Education (CDOE), Jamia Hamdard for a further period of one (01) year with effect from 24/02/2025 to 23/02/2026, on consolidated salary of Rs. 25,000/- P.M (Rupees Twenty Five thousand only) (all inclusive), on the existing terms & conditions as mentioned in the offer of engagement letter No. Estab/ED/48, Dated 22/02/2023.

Authority: Approval of the Vice-Chancellor dated: 04/02/2025.

  
12/02/25  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

### Copy to:

1. Mr. Shahid Mohammad, Junior Assistant (Contractual), CDOE, JH
2. Finance Officer (Offg.)
3. Director (In-charge) - CDOE
4. AR/Secretary (Officiating) to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal file/Guard file

O/F  
  
17/02



# JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A+' Category


Phone: 011 26059688 (12 Lines)  
Email: estab.section@jamiyahamdard.ac.in  
Website : www.jamiyahamdard.edu  
Hamdard Nagar, New Delhi - 110062

D.No. Estab/LD/274  
Dated: 15/02/2024

## OFFICE ORDER

In continuation of the office order D.No. Estab/LD/468 dated 22/03/23, the Vice-Chancellor is pleased to approve the renewal of contractual engagement of Mr. Shahid Mohammad, Junior Assistant (Contractual) CDOE, Jamia Hamdard for a further period of 01 (one) year with effect from 24/02/2024 to 23/02/2025 on consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the letter D.No. Estab/ED/48 dated 22/02/2023.

Authority: Approval of Vice Chancellor dated: 06/02/2024.

  
14/02/24  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

### Copy to:

1. Mr. Shahid Mohammad, Junior Assistant (Contractual) CDOE, Jamia Hamdard
2. Finance Officer
3. Director, CDOE
4. A.R./Secretary (Officiating) to Vice-Chancellor
5. PA to Registrar
6. Personal/ Guard File.







# JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)

Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)  
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 Website : [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

HAMDARD NAGAR  
 NEW DELHI - 110062

D.No: Estab/ED/48,  
 Dated: 22.02.2023

Mr. Shahid Mohammad  
 G-12/187  
 Ratiya Marg  
 Sangam Vihar  
 NEW DELHI-110080

**SUBJECT:** OFFER OF APPOINTMENT AS JUNIOR ASSISTANT ON CONTRACTUAL BASIS IN JAMIA HAMDARD.

The Vice-Chancellor, on the recommendation of the Assessment Committee held on 07.02.2023, is pleased to approve your appointment as Junior Assistant purely on contractual basis in Jamia Hamdard on consolidated salary of Rs. 25,000/- P.M (Rupees Twenty Five Thousand only) (all inclusive) initially for a period of one year, with effect from the date of joining duty.

You are requested to contact the Deputy Registrar with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.

Other terms and conditions of your appointment will be as under:

1. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
2. There will be no encashment of leaves and leaves at credit will be treated as lapsed if not availed during the period of contract.
3. You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
4. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
5. You are expected to continuously update your knowledge & actively engage in work of your specialization.
6. This appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
7. The appointment can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the appointment can be terminated without any notice or paying an amount in lieu of notice period.
8. If the above terms and conditions are acceptable to you, kindly confirm within 7 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Issued by the order of Competent Authority.

  
 22/02/23  
 (Dr. Sarfaraz Ahsan)  
 Dy. Registrar

Copy to:

1. Finance Officer
2. AR to VCS/P.A. to Registrar
3. Personal/Guard File

Date: 24.02.2023

The Director  
CDOE  
Jamia Hamdard  
Hamdard Nagar  
Delhi-110062

**Subject: Reporting as Junior Assistant (Contractual) in Centre for Distance and Online Education**

Respected Sir,

With reference to Letter no. D.No.Estab/ED/48 dated February 22, 2023, as appointment of the Junior Assistant on contractual basis in Jamia Hamdard, New Delhi. I hereby accept the appointment and join my duty as an Junior Assistant on Contractual Basis in Jamia Hamdard on February 24, 2023 forenoon.

Thanking You

Yours Faithfully



Shahid Mohammad  
Office Attendant (Outsource)  
(CDOE)

Forwarded for up please

91  
Prof. M. H. Khan



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/LD/1013  
Dated: 23/07/2025

**OFFICE ORDER**


In continuation of the office order D.No.Estab/LD/976, Dated: 02/08/2024; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of Mr. Md. Shahzaan, Junior Assistant on Contractual basis in Centre for Distance and Online Education (CDOE), Jamia Hamdard for a further period of 01 (one) year with effect from 20/07/2025 to 20/07/2026 on consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the offer of engagement letter No. Estab/ED/2024/138, dated: 21/06/2024.

Authority: Approval of the Vice-Chancellor dated: 11/07/2025.

  
23/07/25  
(Dr. Sarfaraz Ahsan)  
Registrar (Officiating)  


**Copy to:**

1. Mr. Md. Shahzaan, Jr. Assistant (Contractual), CDOE
2. Finance Officer (Offg.)
3. Director - CDOE
4. OSD - CDOE
5. AR/Secretary to Vice-Chancellor
6. Sr. P.A to Registrar
7. Personal file/Guard file

  
21-07-25

SO-CDOE - personal file



جامعہ ہمدرد جَامِيَا هَمْدَرْد

**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/LD/976

Dated 02/08/2024


**OFFICE ORDER**

On the basis of the report of screening process as held on 23.05.2024, Mr. Md Shahzaan was given offer of engagement as Jr. Assistant on contractual basis in Jamia Hamdard vide letter No.Estab/ED/138 dated: 21.06.2024, which he subsequently joined on 19.07.2024 (forenoon).

Consequent upon his acceptance of the terms & conditions attached with the above mentioned letter and after completing the required formalities, Mr. Md Shahzaan is hereby engaged as Junior Assistant on contractual basis in Jamia Hamdard on consolidated Salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) per month for the period of one (01) year w.e.f. 19.07.2024 (F/N), the date of his joining duty.

He has been posted in Centre for Distance and Online Education in Jamia Hamdard with immediate effect.

Authority: Approval of the Registrar dated: 01/08/2024.

  
02/08/24  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Copy to:**

1. Mr. Md. Shahzaan, Junior Assistant, Contractual basis
2. Finance Officer
3. Director CDOE
- ✓ 4. O.S.D – CDOE
5. AR/Secretary to Vice Chancellor
6. SPA to Registrar
7. Personal/Guardfile

Date: 28.07.2025

The Registrar  
Jamia Hamdard  
Hamdard Nagar  
New Delhi - 110075

28/7/2025

Arif Samir Khan

Through Proper Channel

**Subject:** Joining Report

Respected Sir,

This has reference to the office order number D.No.Estab/LD/1013 dated 23.07.2025. I hereby join my duties as Junior Assistant (Contractual) in Centre for Distance and Online Education (CDOE) on 28.07.2025 (Forenoon)

Yours sincerely,

*Md. Shahzaan*

Md Shahzaan  
Junior Assistant (Contractual)  
CDOE



**JAMIA HAMDARD**  
(Deemed to be University)  
Accredited by NAAC in 'A+' Category

Phone : 011 26059688 (12 Lines)  
Email : [estab.section@jamiahamdard.ac.in](mailto:estab.section@jamiahamdard.ac.in)  
Website : [www.jamiahamdard.edu](http://www.jamiahamdard.edu)  
Hamdard Nagar, New Delhi – 110062

D.No: Estab/ED/ 2024/138

Dated: 21/06/ 2024

✓ **Mr. Md Shahzaan**

Street number 33A, Tughlakabad Extension,  
New Delhi 110019  
Email: [mdshahzaan297@gmail.com](mailto:mdshahzaan297@gmail.com)

**SUB: OFFER OF ENGAGEMENT AS JUNIOR ASSISTANT ON CONTRACTUAL BASIS IN JAMIA HAMDARD.**

The Competent Authority of the Jamia Hamdard, on the basis of your performance in the Screening Process as held on 23.05.2024 with reference to your application against advertisement no. NT-07/2023 dated 20-12-2023, is pleased to approve your engagement as **Junior Assistant** purely on contractual basis in Jamia Hamdard on consolidated salary of Rs. 25,000/- per month (Rupees Twenty Five Thousand only) (all inclusive) initially for a period of one year, with effect from the date of joining duty.

You are requested to contact the office of the Deputy Registrar with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.
3. Please bring educational & experience certificates in original for verification.

**Terms and conditions of Contractual Engagement:**

1. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
2. There will be no encashment of leaves and leaves at credit will be treated as lapsed if not availed during the period of contract.
3. You will required to be present at your place of posting in Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
4. You may be assigned any additional work as deemed fit by the Competent Authority of Jamia Hamdard, in addition to your normal duties.
5. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
6. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
7. You are expected to continuously update your knowledge & actively engage in work of your specialization.
8. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
9. You are required to act in a professional manner and maintain strict confidentiality when you deal with official records, personal information, the outcome of investigations etc. in discharge of your assigned duties. Any breach of confidentiality shall be viewed seriously and will be liable for disciplinary action.
10. This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.

Page 1 of 2

*Shahzaan*  
21/06/24

11. The contract can be terminated at any time from either side by a notice of one month or one month salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or paying an amount in lieu of notice period.

If the above terms and conditions are acceptable to you, please confirm within 07 (seven) days of the receipt of this letter and you are required to join duty within one month from the date of issue of this offer. In case no confirmation is received and you failed to join duty within the stipulated time i.e. one month period, it will be presumed that you are not interested to join Jamia Hamdard and this offer shall stand withdrawn automatically without any further notice.

Authority: Approval of the Vice-Chancellor dated 20-06-2024.

  
21/06/24  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Copy to:**

1. Finance Officer
2. AR/Secretary to Vice-Chancellor
3. P.A. to Registrar
4. Personal/Guard File

**Monthly Detailed Attendance Report(DefaultCompany)**

**01-May-2026 to 31-May-2026**

Employee Code:-OS-093		Employee Name:-NASEEM AHMAD																													
Department		Out Sources staff																													
1-Fri	2-Sat	3-Sun	4-Mon	5-Tue	6-Wed	7-Thu	8-Fri	9-Sat	10-Sun	11-Mon	12-Tue	13-Wed	14-Thu	15-Fri	16-Sat	17-Sun	18-Mon	19-Tue	20-Wed	21-Thu	22-Fri	23-Sat	24-Sun	25-Mon	26-Tue	27-Wed	28-Thu	29-Fri	30-Sat	31-Sun	
Total Present - 12 Total Absent - 9 Total Leave Taken - 0 Total Weekly Off Present - 0 Total Duration - 57:01 Total T.Duration - 57:57 Total Over Time - 00:00 Total WO Count 10 Total HO Count 0 Total LateBy - 20:22 (Hrs.) Total EarlyBy - 02:08 (Hrs.) Total Regular OT - 00:0-128 (Hrs.)																															
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
In Time	00:00	09:28	00:00	10:00	17:48	10:06	00:00	09:49	00:00	09:50	00:00	10:15	09:54	10:21	00:00	00:00	09:55	00:00	10:05	10:03	10:13	00:00	00:00	00:00	00:00	09:48	00:00	00:00	00:00	00:00	
Out Time	00:00	00:00	00:00	17:25	00:00	00:00	00:00	00:00	00:00	00:00	00:00	17:43	15:49	17:05	00:00	00:00	17:48	00:00	17:40	17:35	17:37	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Late By	00:00	00:00	00:00	01:00	08:49	01:06	00:00	00:00	00:00	00:00	00:00	01:16	00:55	01:22	00:00	00:00	00:55	00:00	01:05	01:04	01:13	00:00	00:00	00:00	00:00	00:48	00:00	00:00	00:00	00:00	
Early By	00:00	00:00	00:00	00:04	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	01:40	00:24	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Total OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Duration	00:00	00:00	00:00	07:25	00:00	00:00	00:00	00:00	00:00	00:00	00:00	07:28	05:55	06:44	00:00	00:00	07:53	00:00	07:35	07:32	07:25	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Status	A	WO	WO	P	P	A	A	P	WO	WO	A	A	P	P	WO	WO	P	A	P	P	P	WO	WO	A	P	A	A	A	WO	WO	

  
 31/05/2026

Director  
 Centre for Distance and Online Education  
 Jamia Hamdard (Deemed to be University)  
 Hamdard Nagar, New Delhi-110062

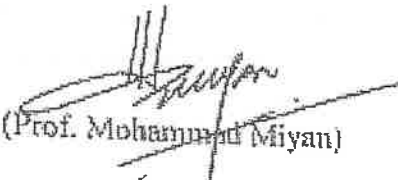
27.06.2016

We had required for the appointment of an attendant, namely Naseem Ahmad, at the time of Annual Examinations 2016. His services are still required as the work of evaluation of answer scripts is started at DODL.

We had send the letter to Registrar for the required approval and today we had received it back through Estate Officer, stating that it needs VC's approval.

It is, therefore, requested to get the kind approval of the Vice-Chancellor.


  
(Jasvinder Kaur)  
Sr. Assistant, DODL

  
(Prof. Mohamud Miyan)

Vice Chancellor

The request was sent on 16.5.2016 Registrar signed on 6/6 and it was lying with Estate office; it should have been sent to v.c. for his kind approval.

Relevant papers are enclosed herewith. This is requested that the appointment of Mr. Naseem Ahmad may be approved w.e.f. 12.05.2016 for his services are now being utilized for Evaluation work.  
Submitted

  
30/6/16





30  
17/5/16

8/6

RESUME

1477-7

8/6/16

ADD: H-16 /395 Sangam Vihar  
New Delhi 110080  
Mob: 8800886869

Name	Naseem Ahmad
Father Name	Rahmattullah
Date Of Birth	15 <sup>th</sup> July 1990
Sex	Male
Qualification	10 <sup>th</sup> pass from UP Board
Other Qualification	Certificate course of Basic Computer
Marital Status	Married
Experience	4 year experience as Office Attendant in Jamia Hamdard



17/5/16



*He may be appointed as attendant A. e. of 12.05.2016 as Mr. Shahid till Euzavi on leave for night part of this month. Thereafter, we may utilize his services at other places also if required.*

*(Naseem Ahmad)*

Sir,  
where the is require to appoint.  
Moreover if services will require further the your approval will be required.  
Submitted please  
16.5.16  
V.C  
Routrandon

Rejected

16.5.16

to

54



Monthly Detailed Attendance Report(DefaultCompany)

01-May-2026 to 31-May-2026

Employee Code:-OS-207		Employee Name:-MOHD JAVED																													
Department		DefaultDepartment																													
1-Fri	2-Sat	3-Sun	4-Mon	5-Tue	6-Wed	7-Thu	8-Fri	9-Sat	10-Sun	11-Mon	12-Tue	13-Wed	14-Thu	15-Fri	16-Sat	17-Sun	18-Mon	19-Tue	20-Wed	21-Thu	22-Fri	23-Sat	24-Sun	25-Mon	26-Tue	27-Wed	28-Thu	29-Fri	30-Sat	31-Sun	
GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
00:00	08:52	00:00	08:58	08:44	08:47	08:46	09:03	08:46	00:00	08:46	08:47	08:43	08:47	08:46	00:00	00:00	08:48	08:45	08:43	08:48	08:42	00:00	00:00	08:49	08:46	08:38	00:00	00:00	00:00	00:00	
00:00	00:00	00:00	20:00	19:59	17:34	18:15	20:09	00:00	00:00	17:38	19:17	00:00	17:20	19:46	00:00	00:00	19:20	17:36	17:00	18:49	19:41	00:00	00:00	17:36	17:10	00:00	00:00	00:00	00:00	00:00	
00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:03	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:09	00:00	00:00	00:00	00:00	00:00	00:29	00:00	00:00	00:00	00:00	00:00	00:19	00:00	00:00	00:00	00:00	00:00	
00:00	00:00	00:00	02:31	02:46	00:17	00:59	02:36	00:00	00:00	00:18	02:00	00:00	00:04	02:30	00:00	00:00	02:02	00:22	00:00	01:31	02:29	00:00	00:00	00:17	00:00	00:00	00:00	00:00	00:00	00:00	
00:00	00:00	00:00	11:01	11:16	08:47	09:29	11:06	00:00	00:00	08:48	10:30	00:00	08:34	11:00	00:00	00:00	10:32	08:52	08:18	10:01	10:59	00:00	00:00	08:47	08:24	00:00	00:00	00:00	00:00	00:00	
A	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	A	A	WO	WO	
Total Present - 18		Total Absent - 3		Total Leave Taken - 0		Total Weekly Off Present - 0		Total Regular OT - 19:45 (Hrs.)		Total T.Duration - 135:00		Total Over Time - 156:24		Total WO Count - 20:42		Total HO Count - 10		Total A Count - 0		Total P Count - 0		Total WO Count - 0		Total GS Count - 0		Total A Count - 0		Total WO Count - 0		Total GS Count - 0	
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
In Time	00:00	08:52	00:00	08:58	08:44	08:47	08:46	09:03	08:46	00:00	08:46	08:47	08:43	08:47	08:46	00:00	00:00	08:48	08:45	08:43	08:48	08:42	00:00	00:00	08:49	08:46	08:38	00:00	00:00	00:00	00:00
Out Time	00:00	00:00	00:00	20:00	19:59	17:34	18:15	20:09	00:00	00:00	17:38	19:17	00:00	17:20	19:46	00:00	00:00	19:20	17:36	17:00	18:49	19:41	00:00	00:00	17:36	17:10	00:00	00:00	00:00	00:00	00:00
Rate By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:03	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:09	00:00	00:00	00:00	00:00	00:00	00:29	00:00	00:00	00:00	00:00	00:00	00:19	00:00	00:00	00:00	00:00	00:00	00:00
Total OT	00:00	00:00	00:00	02:31	02:46	00:17	00:59	02:36	00:00	00:00	00:18	02:00	00:04	02:30	00:00	00:00	02:02	00:22	00:00	01:31	02:29	00:00	00:00	00:17	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Duration	00:00	00:00	00:00	11:01	11:16	08:47	09:29	11:06	00:00	00:00	08:48	10:30	00:00	08:34	11:00	00:00	10:32	08:52	08:18	10:01	10:59	00:00	00:00	08:47	08:24	00:00	00:00	00:00	00:00	00:00	00:00
Status	A	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	WO	WO	P	P	P	A	A	WO	WO	

*M*  
3/6/2026

Director  
Centre for Distance and Online Education  
Jamia Hamdard (Deemed to be University)  
Hamdard Nagar, New Delhi-110062

08.04.2025

To  
The Registrar  
Jamia Hamdard  
Hamdard Nagar  
New Delhi-110062

Subject . Joining as Office Attendant on Outsource basis in Centre For Distance and Online Education (CDOE)

Respected Sir

With reference to the Letter No. AS/Outsources/OS\_207/2025/28 dated on April 07 2025 of Mr. Mohd Javed S/o Mr. Abdul Rasheed as Office Attendant Under Un-skilled category for the Centre For Distance and Online Education .

I have joined my duty today dated forenoon 08.04.2025 .

Submitted for your kind information please.

Thanking You


Your Sincerely




(Mohd Javed)

Office Attendant( Outsource)  
Centre for Distance and Online Education  
Ph-9911007058

OSD, CDOE

  
28.04.25

Director, CDOE

  
17/04

JAMIA HAMDARD  
(Deemed to be University, NMAC accredited 'A+' category)  
Centre for Distance and Online Education (CDOE)

Date: 06.03.2026

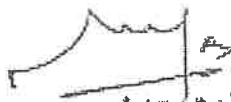
Sub: Extension of deployment of Mr. Mohd Javed, Office Attendant (Outsource) in CDOE, Jamia Hamdard.

It is submitted that Mr. Mohd Javed, Office Attendant (Outsource) was deployed in Centre for Distance and Online Education via letter No.AS/Outsource/OS\_207/2025/28 dated April 07. 2025 for a period of one year from 18.03.2025 to 17.03.2026 (copy enclosed). Since the term of deployment is now ending on 17.03.2026, it is requested that his term of deployment may be extended for a further period of one year from 18.03.2026 on the existing terms and conditions. During the period of last one year, the services of Mr. Mohd Javed, Office Attendant (Outsource) have been found satisfactory in CDOE.

Submitted for kind consideration and approval please.

  
OSD, CDOE  
06.03.26

Director, CDOE

  
6/3/2026

27  
04.03.26

ARY Genl

Monthly Detailed Attendance Report(DefaultCompany)

01-May-2026 to 31-May-2026

Employee Code:- OS-168

Employee Name:- AADIL KHAN

Department Out Sources staff

	1-Fri	2-Sat	3-Sun	4-Mon	5-Tue	6-Wed	7-Thu	8-Fri	9-Sat	10-Sun	11-Mon	12-Tue	13-Wed	14-Thu	15-Fri	16-Sat	17-Sun	18-Mon	19-Tue	20-Wed	21-Thu	22-Fri	23-Sat	24-Sun	25-Mon	26-Tue	27-Wed	28-Thu	29-Fri	30-Sat	31-Sun	
Total Present - 16	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Total Absent - 5	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Leave Taken - 0	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Weekly Off Present - 0	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Regular OT - 00:0-210 (Hrs.)	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total WO Count 10	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total HO Count 0	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
In Time	00:00	10:05	00:00	11:14	00:00	00:00	10:48	11:04	12:04	16:46	11:16	11:01	11:44	10:56	11:01	11:36	00:00	11:25	10:42	11:20	10:12	10:58	11:58	00:00	11:14	11:11	11:12	00:00	00:00	00:00	00:00	
Out Time	00:00	16:26	00:00	19:38	00:00	00:00	20:29	11:04	00:00	00:00	22:08	17:56	17:54	10:56	19:48	18:25	00:00	20:07	20:07	19:37	00:00	22:17	18:27	00:00	18:07	18:04	21:22	00:00	00:00	00:00	00:00	
Late By	00:00	00:00	00:00	02:15	00:00	00:00	01:48	02:05	00:00	00:00	02:17	02:02	02:44	01:57	02:02	00:00	00:00	02:25	01:42	02:20	01:12	01:58	00:00	00:00	02:15	02:12	02:12	00:00	00:00	00:00	00:00	
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	06:25	00:00	00:00	00:00	00:00	00:00	06:33	00:00	00:00	00:00	00:12	00:55	00:00	00:00	02:50	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Total OT	00:00	00:00	00:00	00:00	00:00	00:00	01:11	00:00	00:00	00:00	02:22	00:00	00:00	00:00	00:17	00:00	00:00	00:42	08:25	08:17	00:00	11:20	06:29	00:00	06:53	10:11	00:00	00:00	00:00	00:00	00:00	
Duration	00:00	06:21	00:00	08:24	00:00	00:00	09:41	00:01	00:00	00:00	10:52	06:54	06:11	00:01	08:47	06:49	00:00	08:42	09:25	08:17	00:00	11:20	06:29	00:00	06:53	10:11	00:00	00:00	00:00	00:00	00:00	
Status	A	WO	WO	P	A	A	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	A	A	WO	WO	WO	

Handwritten signature and date: 26/5/2026

Director  
Centre for Distance and Online Education  
Jamia Hamdard (Deemed to be University)  
Hamdard Nagar, New Delhi-110062

No. AR/GEN/OS\_168/2026/73

Dated: 19/02/2026

To,

M/s Cyclops Security and Allied Services Pvt. Ltd  
H-3/47. First Floor  
Mahavir Enclave  
New Delhi - 110045


INTERNAL TRANSFER ORDER

As directed by the Competent Authority, Mr. Adil Khan, MTS (Outsource) deployed through M/s Cyclops Security and Allied Services Pvt. Ltd. (Outsourced), is hereby transferred from the Finance Section to the Centre for Distance and Online Education (CDOE) with immediate effect and until further orders.

He shall look after the assigned activities of CDOE and perform duties as per requirement.

Mr. Adil Khan is directed, to report to Prof. M. A. Sikander, Director CDOE and OSD Admin, Jamia Hamdard, immediately.

This issues with the approval of the Competent Authority.

  
19/2/26

(Kishwar Khan)

AR (Estab, Gen. Admin & I/C Outsource)

**Copy to:**

1. Mr. Adil Khan, MTS (Outsourced)
2. Prof. M.A. Sikander, CDOE
3. Finance Officer (Officiating)
4. Sr. P.A. to Registrar
5. Deputy Registrar
6. AR (Establishment)
7. Guard file/Personal File

may kindly be allowed joining  
20.2.26

Received, C.S.O.

Dated: 20.2.2026

To

Allowed.  
20.2.26

Director Sahib  
Centre for Distance and Online Education  
Jamia Hamdard  
New Delhi 110062



Subject : Joining report through Internal transfer


cc: A.K. Khan

Sir,

I hereby report for duty at Centre for Distance and Online Education (CDOE) in terms of Internal Transfer order No. AR/GEN/OS 168/2026/73, dated 19<sup>th</sup> Feb 2026 issued by the AR (General) Jamia Hamdard w.e.f. today i.e. 20.2.2026.

My joining may be accepted.

Yours faithfully,

  
Aakht Khan  
MTS (OS)/Data Entry Operator