From:
S S Dhaka, Registrar,Office of Registrar

To,
All Deans, Directors, HODs, Incharge
Dinesh Mittal, Associate Professor, PRO, Secretary-cum-Working Incharge of University Website,Vety. Public Health &
Epidemiology
Mukesh Sharma, Deputy Superintendent,Registrar
Ravi Narwara, Assistant,Registrar
Satyadeep Dalal, Superintendent,Registrar
Sunil Kaushik, Assistant,Registrar
Vijay Jadhav, Professor, Incharge E-Governance system,Vety. Public Health & Epidemiology

Document No.:- RO6683-Dated 31-12-2024
Subject: OFFICE ORDER - Alternate arrangements in absence of Deans/Directors/Officers.

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

ORDER

No. Admn./F-3/2024/2706   **Dated: 31.12.2024**

In supersession to all the previous orders regarding alternate arrangements in absence of Deans/Directors/Officers, the Vice-Chancellor is pleased to order the following arrangements:

1.	Whenever Registrar is on leave/tour/training etc.	Dean, PGS will look after & Vice-Versa
2.	Whenever Dean, CoVS is on leave/tour/training etc.	Director of Research will look after & Vice-Versa
3.	Whenever DSW-cum-EO is on leave/tour/training etc.	Director, IPVS will look after & Vice-Versa
4.	Whenever Director, HRM is on leave/tour/training etc.	Director, Extension Education will look after & Vice-Versa
5.	Whenever Dean, CODST is on leave/tour/training etc.	Dean, COVS will look after
6.	Whenever CVU is on leave/tour/training etc.	Senior most Deputy Registrar will look after

Further, the Vice-Chancellor is pleased to order the following arrangements:

- Whenever any Dean/Director/Officer and the alternate incumbent happen to be on leave/tour/training etc., Registrar will look after the work.
- Whenever any HoD and the alternate incumbent happen to be on leave/tour/training etc., Dean of the college will look after the work.
- During the absence of both Registrar and his/her alternate, Dean COVS will look after the work of Registrar.
- All the above will seek leave of any kind from the Worthy Vice-Chancellor.

-sd-
Registrar