



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

No.R-17/2026/08/ 213

Date: 04/08/2026

OFFICE ORDER

Subject: Revised allocation of duties and responsibilities of the Joint Registrar and Assistant Registrars

In suppression of the previously issued orders regarding assignment of duties of Registry Cadre staff, to streamline the functioning and improve efficiency of various administrative sections of the Institute, the following is the revised allocation of duties and responsibilities for the Joint Registrar and Assistant Registrars:

S. No.	Name	Existing Responsibilities	New Responsibilities	Reporting to
1.	Shri Gaurav Dwivedi, Joint Registrar	a. Establishment Section (Faculty): i. Service Matters – Faculty Members ii. Matters related to Faculty Recruitment iii. Providing draft agenda and other information related to faculty members for meeting of the Institute authorities and other matters b. Legal Section c. Estate Section: i. Overall responsible for supervision & monitoring of Estate Section. Custodian of Records of the respective Sections.	a. Store & Purchase Section Responsible for supervision & monitoring of Store & Purchase Section – i. Procurement of consumables, stationery and its distribution ii. Bulk procurement of IT equipments, furniture and other goods at the Institute level iii. Tendering process for outsourcing of manpower/services for Institutional requirements and associated contract management. iv. Inventory entries, management and distribution v. Maintaining asset and consumable registers vi. Vetting of tender documents of Departments vii. Evaluation of tenders, pre-tendering and post-tendering process of files viii. Disposal of obsolete, unserviceable/lost items as well as scrap	Registrar



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

			ix. Advertisement and publishing etc. Custodian of Records of the respective Section. b. Legal Section c. Estate Section (Estate Management Division): Responsible for supervision & monitoring of Estate Management Division i. Maintenance of land records of the Institute, ii. Allotment of staff quarters (permanent and temporary), iii. Temporary allotment of Institute facilities such as Auditorium and other Institute facilities, iv. Management of tenders for allotment of campus shops and other commercial facilities, v. Matters related to Nagar Nigam vi. Tendering process for outsourcing of manpower/services for Institutional requirements including manpower for sanitation, and housekeeping and associated contract management. vii. Attendance of outsourced manpower and coordination with outsourced agencies, processing of associated Bills.	
--	--	--	--	--



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

			Any other duties and responsibilities assigned by the competent authority from time to time.	
2.	Shri Manav Kumar Singh, Assistant Registrar	a. Establishment Section (Non-Faculty): i. Service Matters – Non-Teaching Employees ii. Matters related to Non-faculty Recruitment iii. Handling matters pertaining to recruitment of contractual and sanction of outsource manpower vi. Providing draft agenda and other information related to non-faculty members for meeting of the Institute authorities and other matters b. Nodal officer - Annual Accounts, Annual Reports, and Post Creation Module on the SAMARTH Portal. c. CPIO -Establishment and Administration matters. d. Store & Purchase Section – Additional Charge [along with Shri Anil Kumar Mistri]. Custodian of Records of the respective Sections.	a. Establishment Section (Faculty & Non-faculty) All establishment matters related to Faculty & Non-faculty i. Service Matters ii. Matters related to Recruitment iii. Matters pertaining to recruitment of contract staff and sanction of outsourced manpower iv. Providing draft agenda and other information related to faculty and non-faculty members for meeting of the Institute authorities and other matters b. Nodal officer - Annual Accounts, Annual Reports, and Post Creation Module on the SAMARTH Portal. c. CPIO -Establishment and Administration matters. d. Director's Office Custodian of Records of the respective Sections. Any other duties and responsibilities assigned by the competent authority from time to time.	Registrar

[Handwritten signature]



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

		e. Director's Office		
3.	Shri Anil Kumar Shersinh Mistri, Assistant Registrar	a. Finance & Accounts Section: i. Overall supervision & monitoring of Finance & Accounts Section. b. Store & Purchase Section – Additional Charge [along with Shri Manav Kumar Singh]. Custodian of Records of the respective Sections.	a. Finance & Accounts Section: Overall supervision & monitoring of Finance & Accounts Section – i. Processing of bills related to OH-31, OH-35 and OH-36 ii. Custodian of vouchers/bills iii. Statutory payments iv. Booking and Accounting on EAT module of PFMS v. Investment related matters vi. Pension fixation vii. Maintenance of NPS/GSLI/GPF/CPF/other terminal benefits viii. Budget & Finance Section ix. Fund Flow Management x. Matters related to R&C accounts Custodian of Records of the respective Sections. Any other duties and responsibilities assigned by the competent authority from time to time.	Registrar
4.	Shri Prashant Bhatnagar, Assistant Registrar	a. Academic & Examination Section: i. Overall supervision & monitoring of Academic & Examination Sections ii. CPIO for all academic matters as notified earlier Custodian of Records of the respective Sections.	Academic & Examination Section: i. Overall supervision & monitoring of Academic & Examination Sections ii. CPIO for all academic matters as notified earlier Custodian of Records of the respective Sections. Any other duties and responsibilities assigned by the	Dean (Academic)

10/10



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

			competent authority from time to time.	
5.	Shri Abhishek Mishra, Assistant Registrar	a. General Administration: i. General Administration ii. Matters related to appointment of Heads, Deans, Prof. In-charges, Wardens etc. iii. Dispatch Management iv. Telephone Bill Payments v. Reports & Returns to Ministry & other organizations vi. Assisting Registrar in organizing meetings of the Institute Authorities vii. Coordination in matters related to information to be provided to the MoE and other organisations. b. Legal Matters [through JR (Legal)] c. Vigilance Matters RTI Cell: -Nodal Officer, RTIMIS, Alternate CPIO, Transparency Audit and other matters related to the RTI at the Institute Level. d. राजभाषा प्रकोष्ठ Custodian of Records of the respective Sections.	a. General Administration: i. General Administration ii. Matters related to appointment of Heads, Deans, Prof. In-charges, Wardens etc. iii. Dispatch Management iv. Telephone Bill Payments v. Reports & Returns to Ministry & other organizations vi. Assisting Registrar in organizing meetings of the Institute Authorities vii. Coordination in matters related to information to be provided to the MoE and other organisations. b. Legal Matters [through JR (Legal)] c. Vigilance Matters (jointly in coordination with the Establishment Section) d. RTI Cell: -Nodal Officer, RTIMIS, Alternate CPIO, Transparency Audit and other matters related to the RTI at the Institute Level. e. राजभाषा प्रकोष्ठ Custodian of Records of the respective Sections. Any other duties and responsibilities assigned by the	Registrar

[Signature]



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

			competent authority from time to time.	
6.	Shri Amit Puraniya, Assistant Registrar	Nil	a. Academic & Examination Section: (Duties to be assigned separately by Dean (Academic)) b. Estate Section (Estate Management Division): i. Maintenance of land records of the Institute ii. Allotment of staff quarters (permanent and temporary) iii. Temporary allotment of Institute facilities such as Auditorium and other Institute facilities iv. Management of tenders for allotment of campus shops and other commercial facilities v. Matters related to Nagar Nigam vi. Tendering process for outsourcing of manpower/services for Institutional requirements including manpower for sanitation, and housekeeping and associated contract management. vii. Attendance of outsourced manpower and coordination with outsourced agencies, processing of associated Bills. Custodian of Records of the Estate Section.	Dean (Academic) Registrar (through Joint Registrar)



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

			Any other duties and responsibilities assigned by the competent authority from time to time.	
--	--	--	--	--

The above-mentioned employees are requested to perform their duties in accordance with the reallocation. Handing over/taking over of charge, if any involved, the report of the same shall be submitted to the undersigned within 3 days with effect from the date of issue of this order.

This order supersedes all earlier issued orders.

This is issued with the approval of competent authority.

To,

1. All concerned above


04/08/26

Registrar

Copy to:

1. Personal files
2. Dean (Academic) – for information
3. PIC (Website) – for uploading on the Institute website
4. P.A. to Registrar – for record
5. P.A. to the Director – for kind information of the Director


04/08/26

Registrar

