



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-17/2026/06/ 148

Date: 30/06/2026

**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	<p><b>a. Establishment Section:</b></p> <p>i. Service Matters – Faculty Members</p> <p>ii. Vigilance Matters – Faculty Members</p> <p>iii. Matters related to Faculty Recruitment</p> <p>iv. Legal matters pertaining to faculty</p> <p>v. Providing draft agenda and other information related to faculty members for meeting of the Institute authorities and other matters</p> <p><b>b. General Administration:</b></p> <p>i. Issuance of Orders &amp; Notifications for Academic/Professional Participation &amp; appointment of HoDs, Deans etc.</p> <p>ii. Reports &amp; Returns to Ministry and other bodies</p> <p><b>c. Estate Section:</b></p> <p>i. Overall responsible for supervision &amp; monitoring of Estate Section.</p> <p><b>d. राजभाषा प्रकोष्ठ</b></p>	<p><b>a. Establishment Section (Faculty):</b></p> <p>i. Service Matters – Faculty Members</p> <p>ii. Matters related to Faculty Recruitment</p> <p>iii. Providing draft agenda and other information related to faculty members for meeting of the Institute authorities and other matters</p> <p><b>b. Legal Section</b></p> <p><b>c. Estate Section:</b></p> <p>i. Overall responsible for supervision &amp; monitoring of Estate Section.</p> <p>Custodian of Records of the respective Sections.</p>	Registrar



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2.	Shri Manav Kumar Singh, Assistant Registrar	<p><b>a. Establishment Section:</b></p> <p>i. Service Matters – Non-Teaching Employees</p> <p>ii. Vigilance Matters – Non-Teaching Employees</p> <p>iii. Matters related to Non-faculty Recruitment</p> <p>iv. Legal matters pertaining to Non-faculty</p> <p>v. Handing matters pertaining to recruitment of contractual and sanction of outsource manpower</p> <p>vi. Providing draft agenda and other information related to non-faculty members for meeting of the Institute authorities and other matters</p> <p><b>b. Nodal officer - Annual Accounts, Annual Reports, and Post Creation Module on the SAMARTH Portal.</b></p> <p><b>c. General Administration:</b></p> <p>i. Dealing with and coordinating various General Administration matters of the Institute</p> <p>ii. Dispatch Management</p> <p>iii. Telephone Bill Payments</p> <p>iv. Reports &amp; Returns to Ministry and other bodies</p> <p><b>d. RTI Cell:</b></p> <p>i. Transparency Audit</p> <p>ii. Submission of Quarterly Reports</p> <p>ii. <b>CPIO- Establishment and Administration related matters.</b></p>	<p><b>a. Establishment Section (Non-Faculty):</b></p> <p>i. Service Matters – Non-Teaching Employees</p> <p>ii. Matters related to Non-faculty Recruitment</p> <p>iii. Handing matters pertaining to recruitment of contractual and sanction of outsource manpower</p> <p>vi. Providing draft agenda and other information related to non-faculty members for meeting of the Institute authorities and other matters</p> <p><b>b. Nodal officer - Annual Accounts, Annual Reports, and Post Creation Module on the SAMARTH Portal.</b></p> <p><b>c. CPIO -Establishment and Administration matters.</b></p> <p><b>d. Store &amp; Purchase Section – Additional Charge [along with Shri Anil Kumar Mistri].</b></p> <p>Custodian of Records of the respective Sections.</p>	Registrar
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# मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

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		<b>e. Additional charge of Store &amp; Purchase Section</b>	<b>e. Director's Office</b>	
3.	Shri Anil Kumar Shersinh Mistri, Assistant Registrar	<b>a. Finance &amp; Accounts Section:</b> i. Overall supervision & monitoring of Finance & Accounts Section. <b>b. Additional charge of Stores &amp; Purchase Section</b>	<b>a. Finance &amp; Accounts Section:</b> i. Overall supervision & monitoring of Finance & Accounts Section. <b>b. Store &amp; Purchase Section – Additional Charge [along with Shri Manav Kumar Singh].</b>  Custodian of Records of the respective Sections.	Registrar
4.	Shri Prashant Bhatnagar, Assistant Registrar	<b>a. Academic &amp; Examination Section:</b> i. Overall supervision & monitoring of Academic & Examination Sections ii. CPIO for all academic matters as notified earlier	<b>a. Academic &amp; Examination Section:</b> i. Overall supervision & monitoring of Academic & Examination Sections ii. CPIO for all academic matters as notified earlier  Custodian of Records of the respective Sections.	Dean (Academic)
5.	Shri Abhishek Mishra, Assistant Registrar	Nil	<b>a. General Administration:</b> 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	Registrar




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			<p>of the Institute Authorities</p> <p>vii. Coordination in matters related to information to be provided to the MoE and other organisations.</p> <p><b>b. Legal Matters</b> [through JR (Legal) ]</p> <p><b>c. Vigilance Matters</b> <b>RTI Cell:</b> -Nodal Officer, RTIMIS, Alternate CPIO, Transparency Audit and other matters related to the RTI at the Institute Level.</p> <p><b>d. राजभाषा प्रकोष्ठ</b></p> <p>Custodian of Records of the respective Sections.</p>	
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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.

To,

1. All concerned above

  
30/06/26

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.