



कार्यालय आदेश / OFFICE ORDER

विषय/Sub: Reallocation of work among various officers in Headquarters on administrative grounds – Reg.

संदर्भ/ Ref: Approval of the Vice-Chancellor dated 21.02.2023.

>> : <<

In order to bring better coordination and improvement in providing better health facilities to employees and students of the University, the following reallocation of work is hereby entrusted among various officers of the University:

- (i) **Mr. Azhar Hussain Khan**, Joint Registrar & I/c Medical Cell is hereby designated as Nodal Officer to look after all health insurance related works of students including their e-cards from insurance Company. He shall look after MoUs with empanelled hospitals as per CGHS/University rules. He shall also liaison with the empanelled hospitals to address issues, if any.
- (ii) **Dr. Syed Hammad Hashmi**, Medical Officer is hereby attached with B.Voc. teaching programme for engaging classes in the forenoon session. After completion of his teaching classes, he shall attend OPD services at University Health Centre till evening on all working days. Further, he shall provide technical support and expertise in dealing with both health insurance and empanelment of hospitals through MoUs
- (iii) **Dr. K. Riyaz**, Medical Officer shall look after the referral works (for MANUU employees/ beneficiaries) in addition to his existing services at University Health Centre.

The order shall take immediate effect and shall remain in force until further orders.

प्रतिलिपि / Copy to:

1. Mr. Azhar Hussain Khan, Joint Registrar
2. Dr. Syed Hammad Hashmi, Medical Officer
3. Dr. K. Riyaz, Medical Officer
4. The Dean, School of Sciences
5. The Chairperson, Health Monitoring Committee
6. The In-charge, University Health Centre
7. The Nodal Officer, B.Voc. Programme
8. Medical Cell
9. The Director, CIT (for uploading on the website)
10. Offices of the VC/Registrar/OSD-I/OSD-II/FO
11. Personal/Concerned files

कुलसचिव / Registrar
22/02/2023