



VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi
Delhi - 110 007

VPCI/Admn.II/2025/666

24 July, 2025

OFFICE ORDER

Consequent upon the promotion of Mr. Satish Kumar to the post of Assistant Registrar w.e.f. 28.03.2025, the duties/responsibilities of all Assistant Registrars are hereby re-allocated as under with immediate effect :-

1) Mr. Sunil Kumar Yadav, Assistant Registrar (Admn. I)

- (i) VCH Admn.
- (ii) Recruitment (Teaching/Non-Teaching)
- (iii) Legal
- (iv) Overall supervision and management of Engineering, Maintenance, Security, Patel Niwas
- (v) Overall supervision and management of Store Section.
- (vi) Any other duties assigned from time to time by the competent authority.

2) Mr. Shrikant, Assistant Registrar (Admn. II)

- (i) Overall supervision and management of Purchase Section.
- (ii) Any other duties assigned from time to time by the competent authority.

3) Mr. Satish Kumar, Assistant Registrar (Admn. III)

- (i) Overall supervision and management of Administration Section
- (ii) Overall supervision and management of Accounts Section.
- (iii) Any other duties assigned from time to time by the competent authority.

This reallocation of duties is in supersession of the earlier orders regarding work allocation of Assistant Registrars. Handing/Taking over shall be completed by PM 24th July, 2025.

This issues with approval of the Competent Authority, VPCI.

Deputy Registrar

24/Jul/25

To

- 1) Mr. Sunil Kumar Yadav, Assistant Registrar (Admn. I)
- 2) Mr. Shrikant, Assistant Registrar (Admn. II)
- 3) Mr. Satish Kumar, Assistant Registrar (Admn. III)

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