

**NATIONAL SANSKRIT UNIVERSITY**  
**TIRUPATI-517507 (A.P.)**

F.No. NSUT/Admn./Incharge/2022

Date: 01.12.2022

**OFFICE ORDER No.495 of 2022-23**

**Sub:** National Sanskrit University -Administration- Authorisation of Officer for arrangement of Incharge for Statutory Positions and Deans, Schools of Studies - Orders- Issued-Regarding.

**Ref:** Note approval of the Vice-Chancellor dated 30.11.2022

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With reference to the note approval cited above, the Vice Chancellor is pleased to authorise Smt. M. Swaroopa, Private Secretary to Vice Chancellor to monitor the leave or otherwise of absence of the Statutory Officers and Deans of Schools of Studies and in accordance with that to issue in-charge nomination MAILs from time to time, on approval of the Vice Chancellor.

Further, Sri P.Chidambaram, Private Secretary to Finance Officer is nominated to attend the aforesaid work during the leave or otherwise of absence of Private Secretary to Vice Chancellor.

  
**REGISTRAR**  
11/12/22

To

1. Smt. M. Swaroopa, ID No.204
2. Sri P.Chidambaram, ID No.329

Copy to

The Dean, Academic Affairs	The Information Scientist
Deans of Schools	All Assistant Registrars
The Chief Warden	The System Analyst
The Finance Officer	The Liaison Officer to translate in Hindi
The Controller of Examinations	PS to Vice-Chancellor/Registrar/Finance Officer
The Deputy Registrar	Office Order file and Personal file
The Deputy Librarian	