ICFAI® UNIVERSITY

The ICFAI University, Jaipur
Khasra No. 505/1, Village : Jamdoli, Agra Road,
Jaipur - 302031, Rajasthan Phone : 9829214535
e-mail: registrar@iujaipur.edu.in Website : www.iujaipur.edu.in

Ref No. IU/JPR/272/2019

July 15, 2019

Office Order

Mr. Ashok Kumar Sharma
Administrative Assistant
ICFAI Business School (IBS)
The ICFAI University, Jaipur

Dear Mr. Ashok Kumar Sharma

As advised by the President, you have been appointed as Member of Purchase Committee of the University for Academic Year 2019- 20 with immediate effect.

Best Wishes

(Dr. G.D. Rathod)
Registrar

The ICFAI University Jaipur

CC: 1. President Office
2. Pro President Office
2. Associate Dean, IcfaiTech School
3. HoD, ICFAI Law School
4. Academic Coordinator (IBS)
5. Members, Purchase Committee

The ICFAI University, Jaipur

Ref No. IU/Registrar /Office Order/035/ 2020 August 25, 2020

Office Order

The President has reconstituted Purchase Committee comprising of the following members with immediate effect:

1. Dr. G.D. Rathod (Convener)
2. Col. Sanjiv Banarjee (Retd.) (Member)
3. Dr. Arun Kumar Singh (Member)
4. Dr. Harsh Wardhan Harsh (Member)
5. Dr. Vidhu Mathur (Member)
6. Mr. Ashok Kumar Sharma (Assist. Administrative Officer)
7. Mr. S.D. Bhagtani (Member Secretary)

The committee will meet minimum once a week or more as per requirement for speeding up the purchase process.

Dr. G.D. Rathod
Registrar

Copy to

1. President Office
2. Chief Administrative Officer
3. Chief Finance and Accounts Officer
4. Program Head – ICFAI Business School, Jaipur
5. Associate Dean, IcfaiTech School, Jaipur
6. HoD, ICFAI Law School, Jaipur
7. Dr. Harsh Wardhan Harsh
8. Dr. Vidhu Mathur
9. Mr. Ashok Kumar Sharma

The ICFAI University, Jaipur

ICFAI® UNIVERSITY

Ref. No. IUJ/Registrar/Office Order/018/2021 August 12, 2021

OFFICE ORDER

Mr Ashok Kumar Sharma is hereby transferred to IQAC from the office of the Registrar wef 16 Aug 2021. He shall report to Dr A. K. Singh, Director IQAC.

He shall handover all the items held on his charge and details about the pending tasks in Registrar's office to Mr Navneet Garg.

Col Sanjiv Banerjee (Retd)

Registrar

Copy to :-

1. Mr Ashok Sharma
2. Hon'ble President Office
3. Director IQAC
4. CF & AO
5. Mr Navneet Garg

Date: November 09, 2021

To Whom So Ever It may Concern

This is to certify that Mr. Ashok Kumar Sharma, Employee No. 39 L 31574, designated as Assistant Administrative Officer, at The ICFAI University, Jaipur is working under my guidance as Office In-Charge, Director IQAC. During his service in such a capacity I found him to be sincere, dedicated and efficient. He is excellent at preparation and maintenance of the office records and has developed in-depth knowledge of preparation of NAAC records.

I wish him all the best in his future endeavours.

Dr. Arun Kumar Singh
Director, IQAC

The ICFAI University, Jaipur

ICFAI University
Jaipur
Established under the provisions of the ICFAI University, Jaipur Act 2011 (Act No. 26 of 2011)

Ref: HR/Review/ IUJ/22/19282

June 24, 2022

Mr. Ashok Kumar Sharma
Emp No 39L31574
Assistant Administrative Officer
Administration - Jaipur

Dear Mr. Ashok Kumar Sharma

In continuation to your letter of appointment No. Appt/HR/IUJ/0331/2011 dated 28/11/2011, we are pleased to inform you that based on the recommendations of the competent authority of the University, you are designated as **Administrative Officer** and your monthly remuneration is revised to the pay scale with effect from **June 01, 2022.**

1. SALARY / ALLOWANCES AND BENEFITS:

The details of remuneration package are enclosed with this letter as **"Annexure A"**

2. DUTIES AND RESPONSIBILITIES:

You will perform such duties and functions as may be assigned by the competent authority from time to time.

3. ANNUAL PERFORMANCE REPORT:

You are directed to submit your Annual Self Performance Appraisal report to the Vice Chancellor every year based on which your performance will be reviewed every year. Submission of Annual Self Performance Appraisal report is mandatory on your part.

4. CODE OF CONDUCT:

You are expected to work with high standards, initiative, efficiency and economy. You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that will be given to you by your superiors.

5. CONFLICT OF INTEREST:

You will devote your entire time to the work assigned to you by the competent authority of the University and will not undertake any other assignment, work or business, honorary or with remuneration outside your employment with the University, except with the written permission of the Management in each case. Any contravention will attract termination of employment without any notice or compensation.

6. CONFIDENTIALITY:

You will not divulge to any person, except with the specific authority of the Management, any information regarding the activities, technical know-how, security and administrative arrangements, organizational matters, and any information regarding the operations of "The University" which you may have had the privilege to know by virtue of your assignment. Your obligation to keep such information confidential will remain even after cessation or termination or cancellation of your assignment.

Contd..2

ICFAI University
Jaipur
Established under the provisions of the ICFAI University, Jaipur Act 2011 (Act No. 26 of 2011)

Ref. No.:- IUJ/Registrar/Office Order/17/2022 Date: 20th July 2022

Office Order

Mr. Ashok Kumar Sharma will perform the duties of Administrative officer in Registrar Office vice Mr. Mahinder Pal, Manager (Administration) leaving the University with effect from July 22, 2022. The handing - taking over will be put up to the undersigned on July 22, 2022.

This has the concurrence of the Hon'ble President.

Col Sanjiv Banerjee (Retd.)
Registrar

The ICFAI University, Jaipur

CC – 1. Hon'ble President Office
2. Dean, IBS
3. Associate Dean, IcfaiTech
4. Associate Dean, ILS
5. HOD, Liberal Arts
6. Director, IQAC
7. CF & AO

Ref. No.:- IUJ/Registrar/Office Order/19/2022 Date: 06th September 2022

Office Order – Inquiry Committee

An inquiry committee is hereby constituted in connection with cutting of 35 meter garden pipe near the Engineering workshop as reported by Dr. Vishnu Chaudhary by E-Mail dt 05 September 2022 (Copy enclosed). The composition of the committee is as under.

1. Dr. Pramod Arya – Assistant Professor - ITS — Convener
2. Mr. Ashok Kumar Sharma – Admin. Officer — Member
3. Mr. Mahendra Singh – Deputy Librarian — Member

The committee will obtain statement from all the stakeholders and establish if any theft / malpractice is involved in the case

The report may be submitted to the undersigned by 08 September 2022.

Col Sanjiv Banerjee (Retd.)
Registrar

The ICFAI University, Jaipur

CC –

1. Hon'ble President Office
2. Dean, IcfaiTech
3. All Concerned

Ref. No.:- IUJ/Registrar/Office Order/21/2022 Date: 12th September 2022

Office Order

Convening Order

A committee as under is hereby constituted to ascertain the transportation fees of newly introduced Toonga – Bassi to IU Jaipur route of the bus to be run under a contract for the Academic Year 2022-23.

(a) Dr. Shiv Kumar, Assistant Professor, IBS – Convener

(b) Mr. Vishnu Kumar Barodiya, Assistant Professor, Icfaitech – Member

(c) Mr. Ashok Kumar Sharma, Administrative Officer – Member

Mr. S D Bhagtani, will be the co-opted member for rendering financial advice on the issue.

The likely users of the bus facility is enclosed for reference. The committee shall recommend bus fee for various boarding points as indicated in the list.

The Office Order No. IUJ/Registrar/Office Order/20/2022 dt. 12th September 2022 may be treated as cancelled.

The committee shall submit the report to the Registrar latest by 13th September 2022.

Col Sanjiv Banerjee (Retd.)
Registrar

The ICFAI University, Jaipur

Distribution :-

CC –

1. Hon'ble President Office
2. Dean, IcfaiTech
3. Dean, IBS
4. CF & AO
5. All Concerned