



পঞ্জীয়কৰ কাৰ্যালয় Office of the Registrar

# আউনীআটী বিশ্ববিদ্যালয় : AUNIATI UNIVERSITY

(Estd. By Govt. of Assam under its Act No XXXIX, 2022 &  
Recognized under Section 2(f) of UGC Act, 1956)

কলিয়াপানী, টীয়ক, যোৰহাট- ৭৮৫১১২, অসম : Kaliapani, Teok, Jorhat- 785112, Assam

Ref. No : AU/Reg./OM/2024-2025/219/1409-1416

Date : 03/04/2025

## NOTIFICATION

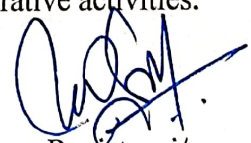
Allocation of Duties among Office Assistants

This is to inform all Office Assistants of Auniati University that their duties have been allocated as follows :

Sl. No.	Name of the Employee	Designation	Tasks to be responsible for
01	Shri Prachurjya Gogoi	Office Assistant	Responsible for all matters of the Vice Chancellor & Registrar Office
02	Ms. Papor Borah	Library & Office Assistant	Library, Admission & Accounts
03	Ms. Lutfa Anjuma Ahmed	Office Assistant	Certificates, Leave, Day-to-day notifications, Issue of all kinds of letters/certificates, PhD & IQAC
04	Ms. Popy Kalita	Office Assistant	Exam & Confidential Section

All concerned Office Assistants are directed to diligently discharge their allocated responsibilities and ensure smooth functioning of the University's administrative activities.




  
Registrar i/c  
Auniati University

Memo No : AU/Reg./OM/2024-2025/219/1409-1416/Dated 03/04/2025

- Copy to :
1. His Excellency, the Hon'ble Chancellor, Auniati University, Kaliapani, Teok
  2. The Hon'ble Vice-Chancellor, Auniati University, Kaliapani, Teok
  3. The Secretary, Sponsoring Body, Auniati University, Kaliapani, Teok
  4. The Chancellor's Secretary, Auniati University, Kaliapani, Teok
  5. The Controller of Examinations, Auniati University, Kaliapani, Teok
  6. PRO, Auniati University, Kaliapani, Teok
  7. Concerned Person
  8. Office File



  
Registrar i/c,  
Auniati University