

GENERAL BRANCH

Name	Designation	Contact no.
Branch Officer		
R.K. Sharma	Assistant Registrar	238190(O) 238696 (R) 2112 (O) 2143(R)
Key Person(s)		
S.S. Kadian	Superintendent	235524 (R) 98960-09640(M) 2434(O)
Hukam Chand	Superintendent	227450(R)

BRACH PROFILE

- (1) Reservation of University Guest House/ K.V.Niwas, Shimla and all matters relating to Guest House(s).
- (2) Purchase of Furniture / Stationery / General Articles.
- (3) Installation of Phones in the University offices, payment of telephone bills, maintenance of EPABX, repair of Type-Writers & Photostat machines.
- (4) Allotment of University Houses /Shops / Booths / Khokhas
- (5) Recovery of rent of University Houses/Shops and issue of No-Dues certificate
- (6) Maintenance of University Vehicles
- (7) University Convocation and Functions
- (8) Issuance of General / Stationery items.
- (9) Repairs of Furniture.
- (10) Issuance of livery items
- (11) Printing of various proformas including various receipts for cash collection etc.