



इलाहाबाद विश्वविद्यालय

प्रयागराज — 211 002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj - 211 002, U. P. (INDIA)



No: - 05/R/ **SI** /2026

Date: - **07** /02/2026

Notification

This is to notify that before retirement or transfer, the outgoing employee must compile a comprehensive list of all on-going critical tasks of the office. This documentation, along with a report must be formally transitioned to the successor. This will help the incoming new officer to perform in continuation.

This is issued with the approval of the Competent Authority.

Sd/-

Registrar

Copy To: -

1. All the Deans (Arts/Law/Commerce/Science/ Academic/ College Development/Research and Development/Student Welfare), University of Allahabad.
2. All Head of Departments, University of Allahabad.
3. All Director/Coordinator of the Institutes/Centres, University of Allahabad.
4. Finance Officer, University of Allahabad
5. Purchase Officer, University of Allahabad
6. Controller of Examination, University of Allahabad.
7. In-Charge, ICT Cell with request to upload the same on university website, University of Allahabad
8. Public Relation Officer/Proctor, University of Allahabad.
9. All Joint Registrars/Deputy Registrars/Assistant Registrars, University of Allahabad
10. Librarian/University Engineer/CPIO/Estate Manager/Placement Officer/Law Officer, University of Allahabad
11. SVC for kind information of the Hon'ble Vice Chancellor.

Sd/-

Registrar