



सत्ये स्थितो धर्मः

National Law University Odisha

(established by Odisha Act IV of 2008)

Prof. (Dr.) Rangin Pallav Tripathy
Registrar

No.: NLUO/00/ 671/24

Date: 15-05-2024

OFFICE ORDER

It has been noticed that when there is a change in personnel in Administrative Positions within the University, there is not always proper handing over of charge. This creates inefficiency in administration.

The incumbent who has been in the position has a responsibility to properly brief the colleague who is taking over from her. This is applicable for all Head of Committees, Deans, Directors, Proctor, Chief Warden, Controller of Examinations, Faculty Advisors to Student Committees and also faculty advisors have administrative responsibilities such as Faculty Seminar Coordinator or Visiting Faculty Coordinator.

In light of this, all are requested to properly brief the colleague who is replacing them in specific administrative positions. At the minimum, it should include;

1. Any pending matters which require decision
2. Any decision already taken which needs to be notified
3. Any pending payments to be approved
4. Any plan of action already formulated but for which activities have not begun
5. Handing over of files
6. Handing over of the keys to any room/cupboard etc which is in the possession of the incumbent.

Whenever, there is a change in personnel, the System Administrator should enquire with whosoever is taking charge and reset the password associated with the said office.

All staff members of the University are requested to cooperate with each other in this regard.

(Registrar)

Registrar
National Law University, Odisha

Copy to: 1) Office of the Vice-Chancellor for kind information

2) All Staff, NLU Odisha