



Ref. No.: IU/IIAST/2025-26/Office-Order/176

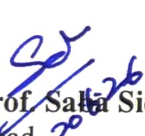
Date: 20-06-2026

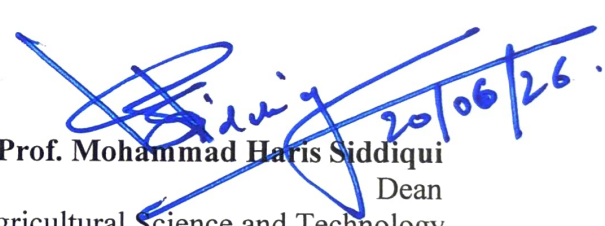
OFFICE ORDER

In the interest of administrative convenience and the smooth functioning of the Department, the responsibility of the Departmental Store is hereby transferred from **Dr. Ahmad Shahnawaz**, Sr. Lab Instructor, Department of Agriculture, IIAST to **Mrs. Rekha Verma**, Jr. Computer Operator, Department of Agriculture, IIAST, with immediate effect.

Dr. Ahmad Shahnawaz is directed to hand over the complete charge of the Departmental Store, including all stock registers, records, files, equipment, chemicals, consumables, and other related documents/materials, to Mrs. Rekha Verma after proper verification and documentation.

Mrs. Rekha Verma shall assume the responsibility of the Store In-charge and ensure the proper maintenance of store records and inventory as per the University rules and regulations.


Prof. Saha Siddiqui
Head
Department of Agriculture
IIAST


Prof. Mohammad Haris Siddiqui
Dean
Faculty Agricultural Science and Technology

Copy to:

1. Dr. Ahmad Shahnawaz, for necessary action please
2. Mrs. Rekha Verma, for compliance