



**Satya Pal Singh**

**2013 to till - date**

**Deputy Registrar (SC/ST/OBC) Cell**

Nature of work/duties assigned/performed: Presently looking after work of the SC/ST/OBC Cell under the direct supervision and control of the Registrar, mainly dealing with all the medicals related cases including advances, reimbursement of medical claims, cashless hospitalization, matters related to CGHS, Govt. Hospitals, interaction with the CMO, Health Centre on day to day basis, GLIS claims, HBA, Car/Scooter/Motorcycle loans, Reservation Rosters maintenance, and liaising with the SC/ST/OBC/PWD Liaison Officers.

Also designated as CPIO of the University to look after/supervise the RTI Cell with the assistance of the APIO; as well as Legal Cell with the assistance of Section Officer, Legal Cell.

**2011-2013**

**Deputy Registrar (IHA)**

Earlier Mainly dealt with the work of hostel affairs and allotment of hostel seats including single seat allotments, as well as allotment of hostel seats in Yamuna Working Women Hostel. Convened the IHA Committee Meeting and Yamuna Hostel Management Committee Meetings, and thereafter follow-up actions as Member Secretary; Compiled draft of the Hostel Manual incorporating all the changes suggested by the students/wardens/IHA Meeting from time to time. Convened periodically Anti Ragging Committee Meetings as Member Secretary. Amicably settled the long-pending bills; issue of Mess Bill hike of July 2010 of Sabarmati Hostel as assigned by the Dean of students. Processed tenders in Two Bid system for hiring services of the sanitation workers and manpower in hostels mess on contractual basis and subsequently awarded tenders to M/s. Jai Balaji Security Services on the basis of lowest rates following the laid down provisions of the GFR on the recommendation of the Committee constituted by the VC for the purpose.

**2004-2007 and 2007-2009**

**Administrative Officer and Deputy Registrar, School of Life Sciences**

Mainly dealt with all purchases/procurements of new scientific equipments under various budget heads, viz. UPOE, DST FIST-II, Xth Plan, LRE grants and special UGC-Resource Networking grant of Rs.10.00 Cr. Supervision of the Store chemicals and consumables, advances & adjustments, Letter of Credits, Sight drafts, budget of the School, AMCs of the ACs and other scientific equipments. Successfully convened all meetings of the SLPC, Survey Board, Institutional Biosafety Committee, Bio-sparks, Special Committee, Equipment Technical Committee, etc. and thereafter timely follow-up actions on the minutes of these Committees. Compiled data of all Schools for Renewal of the DSIR certificate by the DST for imports for five years. Appointment of custom clearing agent through tenders for signing of import papers etc. besides any other duties as assigned by the Dean of School/University.

In addition, I have worked as Administrative Officer in the SCSS, SPS, SLL&CS and SLS for the period from October, 1991 to October, 2007 dealing with students and academic matters of the concerned Schools of the University.