



Birla Institute of Technology
Off Campus Noida

August 24, 2021

Circular

Mr. Abhishek Mohapatra, Assistant Registrar is assigned the following additional responsibilities till further orders.

1. HR function of the Institute.
2. Administrative function (only maintenance & supporting activities) as per the requirement of the Institute.

He will discuss the above activities before doing the needful with the Director & accounts office as per the budget plan of 2021-22.

He will also be looking into the legal work if any of the Institute.

(Director)

CC

1. PA to Director – for filing
2. Abhishek Mohapatra
3. Manoj Kumar – Maintenance Department
4. All Academic Staff & Non Academic Staff
5. Accounts Department
6. Notice Board