

## LIST OF OFFICE STAFF

S. No.	Name of Employee	Post	Nature of Duty
1.	Mr. Abdul Shahid	Section Officer	Supervision of all Staff of Mohd Habib Hall including Office Staff, Dining Staff, Malies, Gate Keepers, Safaiwalas, etc and also maintain the personal file of all staff members
2.	Mr. S. Mohd. Husain	P.A.	Noting and Drafting, maintain stationary of Hall.
3.	Mr. Peer Mohd. Ansari	UDC (Admin)	Student Dealing
4.	Mr. Abid Ali	UDC (A/Cs)	Ledger Work of Graduation Courses Students including B.Sc. , B.Com, B.A. etc
5.	Mr. Mohd. Ataur Rahman	UDC (Admin)	Ledger Work of Post Graduation Courses Students including M.Sc. M.A. MAEBM, Research Scholar etc.
6.	Mr. Athar Parvez	UDC (Admin)	Whole Hall Account work of Hall
7.	Mr. Muqeetullah	LDC (Admin)	Student Dealing
8.	Mr. Syed Mohd. Anas	LDC (Admin)	Receipt and Dispatch, Maintain the whole administrative files.
9.	Mr. Abdul Majid	Daily Wager (Computer Operator)	Whole Computer work of the Hall, maintain CPL record, earned leave record, casual leave record, maintain hall students record, maintain Dining Hall file (notice, ration proforma), time to time dealing problem of computer room, prepare salary, send extension of employees, maintain waiting list.
10.	Mr. Mohd Nizamuddin Khan	Gestetnor Operator	Internal Dak + Attend Provost & Wardens
11.	Mr. Ali Hasan	Plumber	Whole Plumbering work of the Hall.
12.	Mr. Mohd Saleem	Office Attendant	External Dak + Attend Provost & Wardens
13.	Mr. Kamil	Office Attendant	Internal + External Dak + Attend Provost & Wardens
14.	Mr. Khaliq A. Khan	Kitchen Attendant	Dealing with Dining Hall Food Slip and Dining Hall Account
15.	Mr. Mohd Shareef	Daily Wager (Carpenter)	Whole Carpentry work of the Hall
16.	Mr. Mohd Sanu	Daily Wager (Electrician)	Electrician Work of Hall from 5:00 p.m. to 2:00 p.m.
17.	Mr. Javed	Hall Attendant Work as Electrician	Electrician Work of Hall from 9:30 a.m. to 5:00 p.m.
18.	Mr. Azeem	Daily Wager (Student Dealing)	Student Dealing

**LIST OF DINING / GATE / MALI / SWEEPER  
MOHD HABIB HALL**

<b>S. No.</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>I.D. No</b>
1.	Mr. Mohd Ansar	Cook	12018
2.	Mr. Mohd Asif	Cook	21041
3.	Mr. Feeroz Khan	Cook	11539
4.	Mr. Nazir Ahmad	Cook	04627
5.	Mr. Shanu	Cook	13086
6.	Mr. Mohd Aleem	Cook	15503
7.	Mr. Saleem Khan	Cook	
8.	Mrs. Bilquees Begum	Kitchen Attendant	15345
9.	Mr. Naimuddin	Kitchen Attendant	20892
10.	Mr. Naseem Akhtar	Kitchen Attendant	13997
11.	Mr. Naeem Ahmad	Kitchen Attendant	16066
12.	Mr. Mohd Asif	Kitchen Attendant	02661
13.	Mr. Naushad	Kitchen Attendant	02931
14.	Mr. Allah Noor	Kitchen Attendant	06728
15.	Mr. Mushtaq Husain	Kitchen Attendant	06742
16.	Mr. Sagheer Ahmad	Kitchen Attendant	06929
17.	Mr. Mohd. Sadiq	Kitchen Attendant	07429
18.	Mr. Ali Hasan	Kitchen Attendant	07499
19.	Mr. Mohd Wahab	Kitchen Attendant	07517
20.	Mr. Umar Farooque	Kitchen Attendant	15346
21.	Mr. Bundoo Khan	Kitchen Attendant	15730
22.	Mr. Chottey	Kitchen Attendant	16505
23.	Mr. Mohd Karim Ahmad	Kitchen Attendant	16644
24.	Mr. Saleem Ahmad	Kitchen Attendant	16684
25.	Mr. Abid Hasan	Kitchen Attendant	16685
26.	Mr. Anwar Husain	Bhishti	06935
27.	Mr. Rasheed Ahmad	Gate Keeper	06970
28.	Mr. Mohd Ameen	Gate Keeper	07498
29.	Mr. Mohd Kazim	Gate Keeper	07500
30.	Mr. Shabbir Ahmad	Gate Keeper	07530
31.	Mr. Ram Veer	Mali	07515
32.	Mr. Mohd Irfan	Mali	07532
33.	Mr. Aziz	Mali	16834
34.	Mr. Rajendra	Safaiwala	07516
35.	Mr. Ram Prashad	Safaiwala	07747
36.	Mr. Kishan Lal	Safaiwala	07571
37.	Mr. Anand	Safaiwala	03102
38.	Mr. Ajay Kumar	Safaiwala	22523
39.	Mr. Kuldeep	Safaiwala	16377
40.	Mr. Ikram Ahmad	Hall Attendant	02294
41.	Mr. Yasin Khan	Hall Attendant	02295
42.	Mr. Mohd Aslam	Hall Attendant	02297
43.	Mr. Shamsul Haque	Hall Attendant	02300
44.	Mr. Shamim Ahmad	Hall Attendant	02306
45.	Mr. Raj Mohammad	Hall Attendant	02307
46.	Mr. Nasruddin	Hall Attendant	02308
47.	Mr. Tahseen Jamal	Hall Attendant	02309
48.	Mr. Nizam Ahmad	Hall Attendant	02709

49	Mr. Shamshuddin	Hall Attendant	02683
50	Mr. Mohd Sabir	Hall Attendant	16674
51	Mr. Aftab Ahmad	Hall Attendant	14742
52	Mr. Shahid	Hall Attendant	16758
53	Mr. Naim Ahmad	Hall Attendant	02305
54	Mr. S. Saleem Ali	Hall Attendant	11418
55	Mr. Mohd Sabir	Daily Wager (Un-Skilled)	16835
56	Mr. Qudrat Ali	Daily Wager (Un-Skilled)	16839
57	Mr. Faheemuddin	Daily Wager (Un-Skilled)	20120
58	Mr. Yeeshuv Khan	Daily Wager (Un-Skilled)	20121
59	Mr. Mujeebur Rehman	Daily Wager (Un-Skilled)	23221

**Provost**  
**Mohd Habib Hall**