



योजना और वास्तुकला स्कूल विजयवाड़ा
School of Planning and Architecture Vijayawada
(निदेशक का कार्यालय / Office of the Director)

F.No.05/SPAV/Dir/Legal Cell/2024-25/65

Dt: Dec 19, 2024

कार्यालय आदेश
OFFICE ORDER

The Legal Cell of SPAV has been constituted to deal with the Court Case matters of SPAV, with the following officials:

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|--|-----------------------|
| 1) Shri K V Uma Maheswara Rao, Registrar | - Chairperson |
| 2) Shri P V S Shyam Kumar, Deputy Registrar | - Member |
| 3) Dr. B Uma Sankar, Associate Professor of Architecture | - Member |
| 4) Dr. Valliappan AL, Assistant Professor of Planning | - Member |
| 5) Shri K Eswara Sai Pratap, Junior Assistant | - Clerical Assistance |

Duties / Responsibilities of the Legal Cell:

- 1) A Register has to be maintained by noting the Case Number, brief subject, respondents, petitioners, remarks etc.
- 2) Separate files have to be maintained by case wise and keep all the data/information up-to date.
- 3) The actions taken so far in the ongoing court matters and to be taken, have to be seen by the Cell by obtaining the data from existing legal cell. The same should be reported to the undersigned.
- 4) A monthly review report w.r.t. closed, ongoing, pending court cases should be submitted to the undersigned.
- 5) The Chairperson of the Cell shall do correspondence to the Legal Advisor / Standing Counsel of SPAV as and when required. Also, should liaison between SPAV and MoE in all Court Matters where MoE involved as respondent as the case may be.
- 6) The Cell has to ensure that 'Vakalat Namas' and 'Affidavits' are submitted in in-time as and when required.
- 7) The information to be given / submitted for Affidavits and other documents/annexures thereon should be as per the records available with SPAV.
- 8) Considering that the court matters require time-bound actions, it is imperative that the necessary steps be taken promptly and without delay to ensure compliance with the prescribed timelines.

These orders shall come into force, with immediate effect and supercedes all the earlier orders issued in this regard.

(प्रोफेसर. डॉ. श्रीकोंडा रमेश)
(Prof. Dr. Srikonda Ramesh)
निर्देशक / Director

To
The Legal Cell, SPAV

Copy to:

1. All Deans and Heads
2. Assistant Registrar
4. Establishment Section
5. IT Dept. – for Institute website upload
6. OOF