

# ADIKAVI NANNAYA UNIVERSITY

NAAC Accredited with 'B+' Grade - Certified ISO 9001:2015

**Dr. G. Chandrakala**  
M.Com., Ph.D.  
**Assistant Registrar**



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## VA ID (Verifying Authority) Creation:

1. Name : Dr. G. Chandrakala
2. Designation in the Current Organization : Assistant Registrar
3. Official email id : [chandrakala@aknu.edu.in](mailto:chandrakala@aknu.edu.in)
4. Mobile No : 8466969646
5. Date of Retirement : 30-06-2034
6. Name of Ministry : Education
7. Organization : Adikavi Nannaya University
8. Department : Higher Education
9. Office Zone : Andhra Pradesh
10. Complete Office Address : Administrative Building,  
Adikavi Nannaya University Campus  
Rajamahendravaram – 533296,  
Andhra Pradesh State, India
11. Telephone Landline Number : 0883-2566006
12. Responsibility :

In-charge of the Administration Section and works with Registrar to look after the Establishment and General Administration of the Institute. Deals with service matters of Teaching & Non-Teaching staff, including recruitment, training & maintenance of service books and Legal Cell, manpower planning, RTI correspondence.

Responsible for smooth functioning of the Accounts Section including checking and passing of bills and vouchers, dealing with bank transactions and tax matters. He also processes payroll and ensures timely payment of salaries and manages all statutory deductions. Also, responsible for ensuring timely audit of annual accounts, transaction audit & procurement of all scientific equipment, computer and peripherals, stationery and other items of the institute through local purchase, GeM, e-procurement etc.

*46 Kalle*  
**ASSISTANT REGISTRAR**  
**ESTABLISHMENT SECTION**