



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

F.No. Reg-35/2024/IITRPR/ 10425

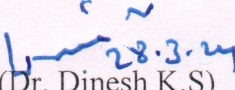
Date: 28.03.2024

OFFICE ORDER

Consequent upon the relieving of Sh. B.B Karwal, Senior Audit Officer (Consultant through IPAI), Director, IIT Ropar is pleased to allocate duties and responsibilities to the following officials with immediate effect as mentioned hereunder:

1. **Sh. Mukesh Kumar, Deputy Registrar**, will hold the charge of Audit section as Deputy Registrar (Audit). In addition he will also hold the additional charge of RTI Cell and is appointed as Central Public Information Officer (CPIO) of IIT Ropar. He will also look after all the legal affairs of the Institute as Deputy Registrar (Legal) in coordination with the office of the Registrar.
2. **Sh. Pardeep Kumar, Deputy Registrar**, will hold the additional charge of International Relations & Alumni Affairs as Deputy Registrar (IR&AA) in addition to his existing duties in Director's Secretariat as Deputy Registrar (Director Secretariat).
3. **Sh. Vijay Singh, Assistant Registrar**, will hold the overall charge of Accounts Section as Assistant Registrar (Accounts)

The above officials are requested to submit the Handing & Taking Over report to the Registrar at the earliest.


(Dr. Dinesh K.S)
Officiating Registrar

Copy to:-

1. All Concerned above
2. Director
3. Dean FA&A
4. All Deans / Associate Deans
5. All HoDs & Admin Heads
6. Faculty & Staff broadcast
7. PS to Director
8. PA to Registrar
9. File copy



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INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

F.No. Reg-35/2024/IITRPR/10134

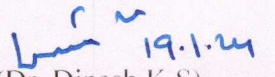
Date: 19.01.2024

OFFICE ORDER

Consequent upon the new recruitments made in the Institute, the following postings/transfers are being made of the following officials in various Departments/Sections with immediate effect and until further orders as mentioned hereunder:

1. **Ms. Nishi Sharma**, newly joined Assistant Registrar, is posted in Stores & Purchase Section as Assistant Registrar (S&P).
2. **Sh. Gurdeep Singh, Jr.** Supdt is transferred from Student Affairs to Store & Purchase Section.
3. **Sh. Kaushal Kishore**, Sr. Asstt is transferred from ME Deptt to R&D Section.
4. **Ms. Poonam Sharma**, Sr. Asstt is transferred from Academics Section to CSE Deptt.
5. **Ms. Poonam Kataria**, Sr. Asstt is transferred from Chemistry Deptt to R&D Section.
6. **Sh. Santosh Deogam**, Sr. Asstt is transferred from EE Deptt to Stores & Purchase Section.
7. **Ms. Sheetal Bhola**, Jr. Asstt is transferred from CSE Deptt to Placement Cell. She will also look after the affairs of CSARDS Centre.
8. **Sh. Manoj Kumar**, Jr. Asstt is transferred from Accounts Section to Academics Section.
9. **Sh. Karamveer Singh**, Jr. Asstt Accts is transferred from R&D to Accounts Section.
10. **Sh. Karan Singh**, Jr. Lab Asstt is transferred from Horticulture Section to Central Workshop.
11. **Ms. Amritpal Kaur**, Office Asstt (Outsourced) is transferred from IT Section to PRO & Publication Section.
12. **Ms. Kamaljeet Kaur**, Jr. Executive (On contract) is transferred from R&D Section to IT Section.

The above officials who are posted in Departments are requested to train the new joiners posted in their respective Departments and ensure smooth transition of the work before getting relieved from their departments on or before **10.02.2024**. The Handing & Taking Over report may be submitted to the Registrar at the earliest. This issues with the approval of the Director, IIT Ropar.


(Dr. Dinesh K.S.)
Officiating Registrar

Copy to :

1. All Concerned above
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F.No. Reg-35/2024/IITRPR/10061

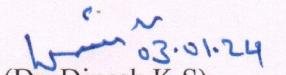
Date: 03.01.2024

OFFICE ORDER

Consequent upon the new recruitments made in the Institute, the following transfers / postings are being made of the following officials in various Sections with immediate effect and until further orders as mentioned hereunder:

1. **Sh. Lagvish Kumar**, Joint Registrar, is transferred from Student Affairs Section to Academics Section as Joint Registrar (Academics).
2. **Sh. Sanjeev Kumar Singh**, newly joined Assistant Registrar, is posted in Student Affairs Section as Assistant Registrar (Student Affairs).
3. **Sh. Sumnendra Singh**, newly joined Assistant Registrar, is posted in Student Affairs Section and will look after the affairs of Hostel Management as Assistant Registrar (Hostel Management).
4. **Sh. Vijay Singh**, newly joined Assistant Registrar, is posted in Accounts Section as Assistant Registrar (Accounts).
5. **Sh. Amod Kanhere**, Superintendent, is transferred from Stores & Purchase Section to Academics Section. He will also look after the affairs of CE&ORA and IPR Cell.
6. **Ms. Ritika**, Junior Superintendent, is transferred from Academics Section to Student Affairs / Hostel Management Section.
7. **Sh. Lalit Kumar**, Junior Accounts Officer, is transferred from Accounts Section to Student Affairs/ Hostel Management Section.

The above officials are requested to submit the Handing & Taking Over report to the Registrar at the earliest. This issues with the approval of the Director, IIT Ropar.


(Dr. Dinesh K.S.)
Officiating Registrar

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1. All Concerned above
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INDIAN INSTITUTE OF TECHNOLOGY ROPAR
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

F.No. Reg-35/2024/IITRPR/ 10135

Date: 19.01.2024

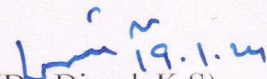
OFFICE ORDER

Consequent upon the joining of **Sh. Aman Sethi**, newly recruited Assistant Registrar in the Institute, he is posted in '**Facilities**' Section as **Assistant Registrar (Facilities)**. The '**Facilities**' is a new section created which would cater to administrative work of various facilities in the Institute as under:

- Guest house facility: Bookings of the rooms, tendering and management of guest house contract, day to day operations, bills processing, purchases, coordinating meetings of Guest House Committee etc.
- Transport facility: Day to day maintenance and operations of the Institute vehicles, roster duties of drivers, related purchases, empanelment of cabs, taxi bookings for Institute guests, coordinating meetings of Transport Committee etc.
- Medical facility: Empanellement of hospitals/clinics, tendering of pharmacy and lab services, coordinating meetings of Medical Advisory Committee etc.
- Utility Management Committee: Tendering of shops/utilities and their related matters, ensuring smooth functioning of day to day affairs of utilities including conducting periodic inspections and quality checks, coordinating meetings of UMC Committee etc.
- Tendering of various service contracts in the Institute like outsourcing of manpower, security, housekeeping, horticulture etc and overseeing their administrative work in coordination with their respective controlling officers.
- Administering feedback system of the above facilities from the concerned stakeholders.
- Any other tasks as assigned by the Authorities.

The Assistant Registrar (Facilities) would act as a Member Secretary of the respective committees. He would be assisted by the following administrative staff posted in this section.

- Sh. Vijay Kumar**, Supdt is transferred from Stores & Purchase Section and posted in Facilities section.
- Sh. Anshu Vaid**, Sr. Asstt is transferred from Physics Deptt and posted in Facilities section.
- Ms. Mandeep Kaur**, Office Asstt (Outsourced) is transferred from Publication Cell to Facilities section. She will also look after the Diary & Dispatch under Facilities section.


(Dr. Dinesh K.S)
Officiating Registrar

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- All Concerned above
- Director
- Dean FA&A
- All Deans / Associate Deans
- All HoDs & Admin Heads
- Faculty & Staff broadcast



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F.No. Reg-35/2022/IITRPR/56

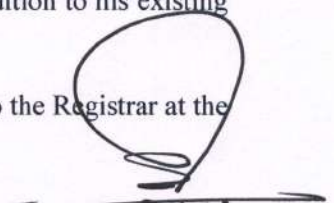
Date: 21.03.2023

OFFICE ORDER

Consequent upon the recruitment of 02 new Assistant Registrars, Director, IIT Ropar is pleased to allocate sections along with additional duties and responsibilities to the following officials with immediate effect until further orders as mentioned here as under:

1. **Sh. Lagvish Kumar**, Joint Registrar, will hold additional charge of CE&OA as Joint Registrar (CE&OA) in addition to his existing duties of Joint Registrar (Student Affairs).
2. **Sh. C.S Sham Sundar**, Deputy Registrar, will hold the charge of Store & Purchase section as Deputy Registrar (Store & Purchase). He will also hold the additional charge of Transport Unit as Member Secretary (Transport Committee).
3. **Sh. Puneet Goel**, Deputy Registrar, will hold additional charge as Member Secretary (Medical Advisory Committee) in addition to his existing duties of Deputy Registrar (Establishment).
4. **Sh. Pardeep Kumar**, Deputy Registrar, will hold the charge of Director's Secretariat as Deputy Registrar (Director Secretariat). In addition he will hold the charge of RTI Cell and will be appointed as Central Public Information Officer (CPIO) of IIT Ropar. He will also look after all the legal affairs of the Institute as Deputy Registrar (Legal) in coordination with the office of the Registrar.
5. **Ms. Amrit Varsha**, Assistant Registrar, will hold the charge of UG, PG & Research in Academics section as Assistant Registrar (Academics).
6. **Sh. Vipin Kumar**, Assistant Registrar, will hold the charge of R&D section as Assistant Registrar (R&D). In addition he will hold the charge of Official Language (Hindi) Cell as Hindi Officer. He will also look after the affairs of Kendriya Vidyalaya.
7. **Sh. Manpreet Singh Bedi**, Assistant Registrar is posted in Works & Estate section as Assistant Registrar (Works & Estate). He will look after all the purchases related to furniture, equipments, networking etc of Super Academic Block.
8. **Sh. Sumnendra Singh, Jr.** Supdt is posted in Student Affairs section as Jr. Supdt (SA) in addition to his existing duties of Transport Unit.
9. **Sh. Amod Kanhere**, Supdt is posted in Store section as Supdt (Store).
10. **Sh. Gourav Datta, Jr.** Accounts Officer is posted in Accounts section as Jr. Accounts Officer.
11. **Sh. Jitender Pal, Jr.** Supdt is posted in Audit section as Jr. Supdt (Audit) in addition to his existing duties of Guest House.

The above officials are requested to submit the Handing & Taking Over report to the Registrar at the earliest.


(Puneet Goel)
21/3/23
Officiating Registrar

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1. All concerned above
2. Director
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