



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

## NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

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No. NITD/R/Office Order/2025/ 99

Dated: 29.05.2025

### कार्यालय आदेश /OFFICE ORDER

पूर्व के गैर-शिक्षण कर्मचारियों के स्थानांतरण संबंधी कार्यालय आदेश को निरस्त करते हुए, निम्नलिखित प्रशासनिक कर्मचारियों का स्थानांतरण दिनांक 29 मई 2025 से प्रभावी रूप में, उनके नाम के सम्मुख दर्शाए गए संबंधित विभाग/ अनुभाग में किया जाता है।

In supersession to the previous Office Order regarding transfer of Non-Teaching staff members, the following administrative staff members are transferred to the respective Department/Section as mentioned against each with effect from 29<sup>th</sup> May 2025.

| <u>OFFICE OF DIRECTOR</u>  |                     |                             |   |                   |                     |
|----------------------------|---------------------|-----------------------------|---|-------------------|---------------------|
| S.No.                      | Name                | Designation                 | Sub-Section/unit  | Employment Status | Reporting           |
| 1                          | Ms. Anupriya Das    | Senior Assistant            | Director Office   | Regular           | Director            |
| 2                          | Mr. Sachin Tiwari   | Office Attendant            | Director Office   |                   |                     |
| 3                          | Mr. Arun            | Office Attendant            | Director Office   |                   |                     |
| 4                          | Mr. Hardeep         | Office Attendant/<br>Driver | Director Office   | Outsource         |                     |
| <u>OFFICE OF REGISTRAR</u> |                     |                             |   |                   |                     |
| S.No.                      | Name                | Designation                 | Sub-Section/unit  | Employment Status | Reporting           |
| 1                          | Dr. Manisha Singh   | Deputy Registrar            | RTI, Ministry   | Regular           | Registrar           |
| 2                          | Mr. Lov Kumar Dubey | Sr. Office<br>Attendant     | Compliances,<br>FC, BoG &<br>Parliamentary<br>Questions |                   | Deputy<br>Registrar |
| 3                          | Dr. Hari Om Yadav   | Consultant                  | Office of<br>Registrar                                  | Contract          | Registrar           |
| 4                          | Mr. Vishal Verma    | Senior Assistant            |   | Regular           |                     |
| 5                          | Mr. Rajesh          | Office<br>Attendant/Driver  |   | Outsource         |                     |
| 6                          | Mr. Harish Lal      | Office Attendant            |   |                   |                     |
| 7                          | Mr. Praveen Kumar   | Office Attendant            |   |                   |                     |
| 8                          | Dr. Manisha Singh   | Deputy Registrar            | Establishment,<br>**Store &<br>Purchase                 | Regular           | Registrar           |

|    |                         |                             |   |           |                    |
|----|-------------------------|-----------------------------|---|-----------|--------------------|
| 9  | *Mr. Shubham Sharma     | Superintendent              | Establishment                             | Outsource | Deputy Registrar   |
| 10 | Mr. Pranjal Gaur        | Sr. Assistant               |   |           |                    |
| 11 | Ms. Tripti              | Office Attendant            |   |           |                    |
| 12 | Mr. Prabhat Mishra      | Office Attendant            |   |           |                    |
| 13 | Ms. Ankita Seth         | Junior Assistant            |   |           |                    |
| 14 | *Mr. Ravinder Kumar     | Deputy Registrar            | Store & Purchase                          | Regular   | Registrar          |
| 15 | *Mr. Puneet             | Superintendent              |   |           |                    |
| 16 | Mr. Parvesh Kumar Ranga | Junior Assistant            |   |           |                    |
| 17 | Mr. Jatin               | Lab Attendant               |   |           |                    |
| 18 | Ms. Priya Dhameja       | Junior Assistant            |   |           |                    |
| 19 | Mr. Dheeraj Gupta       | Office Attendant            |   |           |                    |
| 20 | Ms. Dimple Gupta        | Assistant Registrar         | Accounts & Finance                        | Regular   | Registrar          |
| 21 | Mr. Kailash Sharma      | Consultant (Internal Audit) |   |           |                    |
| 22 | Mr. Jai Thukral         | Superintendent              |   |           |                    |
| 23 | Mr. Aakash Bhardwaj     | Junior Assistant            |   |           |                    |
| 24 | Mr. Bharat Singh        | Sr. Office Attendant        |   |           |                    |
| 25 | Ms. Renu                | Jr. Assistant               |   |           |                    |
| 26 | Dr. V.S. Pandey         | Chairman, Hindi Cell        | Hindi related work                        | Regular   | Registrar          |
| 27 | Dr. Abhishek Mishra     | Members, Hindi Cell         |   |           |                    |
| 28 | Mr. Rahul               |                             |   |           |                    |
| 29 | Ms. Ganga               |                             |   |           |                    |
| 30 | Mr. Lov Kumar Dubey     |                             |   |           |                    |
| 31 | Mr. Rajab Rehman        |                             |   |           |                    |
| 32 | Dr. Shailesh Pandey     | Faculty I/c                 | General Administration                    | Regular   | Registrar          |
| 33 | Dr. Gautam              | Controller of Transport     | Transportation                            |           |                    |
| 34 | Mr. Faqir Chand         | Assistant, PRO              | Public relation, GA & Social Media Handle | Outsource | Faculty I/c, G. A. |
| 35 | Ms. Ganga               | Junior Assistant            | General Admin.                            |           |                    |
| 36 | Mr. Lokesh              | Driver                      | Transportation                            |           |                    |
| 37 | Mr. Jasbir              | Driver                      | Transportation                            |           |                    |
| 38 | Mr. Sanjeev             | Driver                      | Transportation                            |           |                    |
| 39 | Mr. Sanjay              | Driver                      | Transportation                            |           |                    |
| 40 | Mr. Nar Bahadur         | Office Attendant            | General Administration                    |           |                    |

**COMPUTER CENTRE**

| S.No. | Name                  | Designation                | Sub-Section/unit                 | Employment Status | Reporting |
|-------|-----------------------|----------------------------|----------------------------------|-------------------|-----------|
| 1     | Dr. Anurag Singh      | Head                       | Computer Centre, ERP and SAMARTH | Regular           | Director  |
| 2     | Dr. Anuj Kumar Sharma | Nodal Officer              | ERP and SAMARTH                  |                   |           |
| 3     | Dr. Amit Mahajan      | Nodal Officer              | ERP and SAMARTH                  |                   |           |
| 4     | Mr. Subhash Yadav     | Consultant (IT)            | Computer Centre                  | Outsource         | Head CC   |
| 5     | Mr. Sumit Sharma      | Senior Technical Assistant | ERP/ SAMARTH                     | Regular           | Head CC   |
| 6     | Mr. Puneet Joshi      | Technical Assistant        | CC/ ERP/ SAMARTH                 |                   |           |
| 7     | Ms. Suman Sharma      | Technical Assistant        | Computer Centre                  |                   |           |
| 8     | Mr. Raushan Kumar     | Sr. Technician             | Computer Centre                  |                   |           |
| 9     | Ms. Manisha Babbar    | Junior Assistant           | Computer Centre                  | Outsource         |           |
| 10    | Ms. Santosh Devi      | Office Attendant           | Computer Centre                  |                   |           |

**CENTRAL LIBRARY**

| S.No. | Name                  | Designation                   | Employment Status | Reporting |
|-------|-----------------------|-------------------------------|-------------------|-----------|
| 1     | Dr. Gareema Sharma    | Deputy Librarian              | Regular           | Registrar |
| 2     | Ms. Angana Biswas     | Library Information Assistant |                   | Outsource |
| 3     | Mr. Rahul Verma       | Library Information Assistant |                   |           |
| 4     | Mr. Arun Kumar Rana   | Office Attendant              |                   |           |
| 5     | Ms. Pratibha          | Library Trainee               |                   |           |
| 6     | Mr. Anil Kumar Poonia | Library Trainee               |                   |           |

**OFFICE OF DEAN ACADEMICS**

| S.No. | Name                     | Designation                | Sub-Section/unit   | Employment Status | Reporting      |
|-------|--------------------------|----------------------------|--|-------------------|----------------|
| 1     | Prof. (Dr.) Geeta Sikka  | Dean (Academics)           | Admission cell, Examination Cell, Scholarship cell & other academic activities | Regular           | Director       |
| 2     | Dr. Amit Mahajan         | Associate Dean (Academics) |  |                   | Dean Academics |
| 3     | Ms. Pragya Yadav         | Superintendent             | UG Matters & Scholarship   |                   |                |
| 4     | Mr. Jitender Singh Bisht | Senior Assistant           | PG Matters   |                   |                |

|    |                        |                               |                                |                                   |                  |
|----|------------------------|-------------------------------|--------------------------------|-----------------------------------|------------------|
| 5  | Dr. Prashant Kumar     | COE                           | Examination                    | Regular                           | Dean Academics   |
| 6  | Dr. Sandeep Kumar      | Dy COE                        |                                |                                   | Examination Cell |
| 7  | Mr. Rahul              | Personal Assistant            | Scholarship cell               | Regular                           |                  |
| 8  | Mr. Vikas              | Junior Assistant              |                                |                                   | Outsource        |
| 9  | Dr. Nitin Singh Singha | Chairperson, Scholarship cell |                                | Dean Academics, COE & Scholarship |                  |
| 10 | Dr. Preeti Verma       | Nodal officer                 | Outsource                      |                                   |                  |
| 11 | Ms. Radhika            | Junior Assistant              |                                | Dean Academics, COE & Scholarship |                  |
| 12 | Mr. Umakant            | Office Attendant              | Academics Exam and Scholarship |                                   |                  |

**OFFICE OF DEAN P & D**

| S.No. | Name                            | Designation              | Sub-Section/unit   | Employment Status | Reporting          |
|-------|---------------------------------|--------------------------|--|-------------------|--------------------|
| 1     | Prof. (Dr.) Obbu Chandra Sekhar | Dean P& D                | Estate Office, Training & Placement, NIRF/ Annual Report and Alumni (International Affairs & Outreach) | Regular           | Director           |
| 2     | Dr. Ankur                       | Assoc. Dean P&D          | T & P and NIRF/Annual Report   |                   | Dean (P&D)         |
| 3     | Dr. Kapil Kumar                 | Assoc. Dean              | Alumni (International Affairs & Outreach)  |                   | Executive Engineer |
| 4     | Mr. Ankit Sharma                | Executive Engineer       | P & D and Estate Office  |                   | Executive Engineer |
| 5     | Mr. Sajal Gupta                 | Junior Engineer (Civil)  | Estate Office (NILERD/SRHC Campus Maintenance)   |                   |                    |
| 6     | Mr. Hemant Sharma               | Junior Engineer (Elect.) | Estate Office  |                   |                    |
| 7     | Mr. Naman Sharma                | Technical Assistant      | Estate Office (Main Campus)  |                   |                    |
| 8     | Ms. Navisha Sharma              | Junior Assistant         | Estate Office  |                   |                    |
| 9     | Mr. Prabhat Mishra              | Office Attendant         | Estate OfficeE   |                   |                    |

|    |                        |                      |  |           |            |  |
|----|------------------------|----------------------|--|-----------|------------|--|
| 10 | Mr. Jitendra Chaudhari | Senior Technician    | NIRF/Annual Report                                   | Regular   |            |  |
| 11 | Ms. Rasika             | Jr. Assistant        | T & P/ Alumni Cell                                   | Outsource | Dean P & D |  |
| 12 | Mr. Rabban Ali         | Plumber              | Estate Office  |           | Outsource  | Executive Engineer                                       |
| 13 | Mr. Shanu              | Electrician/ Plumber |  |           |            |  |
| 14 | Mr. Gyan Singh         | Plumber              |  |           |            |  |
| 15 | Mr. Pawan Kumar        | STP Operator         |  |           |            |  |
| 16 | Mr. Pushker Rawat      | Office Attendant     | T & P Cell/Alumni (International Affairs & Outreach) |           |            | I/c T &P/ Assoc. Dean (International Affairs & Outreach) |

**OFFICE OF DEAN FACULTY WELFARE**

| S.No. | Name                     | Designation      | Employment Status | Reporting |
|-------|--------------------------|------------------|-------------------|-----------|
| 1     | Prof. (Dr.) Manoj Taleja | Dean (FW)        | Regular           | Director  |
| 2     | Dr. Rikmantra Basu       | Assoc. Dean FW   | Regular           | Dean (FW) |
| 3     | Mr. Prabhat Mishra       | Office Attendant |                   |           |
| 4     | Mr. Himanshu Bamotra     | Junior Assistant | Outsource         |           |

**OFFICE OF DEAN (IPR & STARTUP)**

| S.No. | Name                     | Designation                 | Employment Status | Reporting            |
|-------|--------------------------|-----------------------------|-------------------|----------------------|
| 1     | Prof. (Dr.) Ujjwal Kalla | Dean (IPR & Startup)        | Regular           | Director             |
| 2     | Dr. Manoj Kumawat        | Assoc. Dean (IPR & Startup) |                   | Dean (IPR & Startup) |
| 3     | Mr. Udit Sharma          | Office Attendant            |                   |                      |
| 4     | Ms. Shikha Maurya        | Junior Assistant            | Outsource         |                      |

**OFFICE OF DEAN (R & C)**

| S.No. | Name                          | Designation            | Employment Status | Reporting    |
|-------|-------------------------------|------------------------|-------------------|--------------|
| 1     | Prof. (Dr.) Jyoteesh Malhotra | Dean (R & C)           | Regular           | Director     |
| 2     | Dr. Anuj Kumar                | Associate Dean (R & C) |                   | Dean (R & C) |
| 3     | Mr. Gaurav                    | Superintendent         |                   |              |
| 4     | Mr. Yash                      | Junior Assistant       |                   |              |
| 5     | Mr. Suraj                     | Office Attendant       |                   |              |



**OFFICE OF DEAN STUDENT WELFARE**

| S.No. | Name                | Designation                  | Sub-Section/unit                         | Employment Status | Reporting |
|-------|---------------------|------------------------------|--|-------------------|-----------|
| 1     | Dr. V.S. Pandey     | Dean (SW)                    | Office of Chief                          | Regular           | Director  |
| 2     | Dr. Manisha Bharti  | Assoc. Dean SW               | Warden/SASO                              |                   | Dean (SW) |
| 3     | Dr. Shailesh Pandey | Chief Warden & Chief Proctor |  |                   |           |
| 4     | Dr. Anidev Singh    | SASO                         |  |                   |           |
| 5     | Mr. Gaurav          | Superintendent               | Student Welfare Office/Chief Warden/SASO |                   |           |
| 6     | Mr. Ankit Kumar     | SAS Assistant                | SASO/NSS/NCC                             |                   |           |
| 7     | Mr. Rajkumar        | Sr. Assistant                | (SW/                                     | Outsource         |           |
| 8     | Mr. Rajeev Sharma   | Jr. Assistant                | SASO/Chief Warden)                       |                   |           |
| 9     | Ms. Keerti          | Office Attendant             | Caretaker, Girls Hostel                  |                   |           |
| 10    | Mr. Abhishek Sharma | Office Attendant             | SW/SASO/NSS/NCC                          |                   |           |
| 11    | Dr. Karan Malhotra  | Medical Officer              | Health Centre                            | Regular           | Outsource |
| 12    | Ms. Sangeeta        | Nursing Staff                |  | Health Centre     |           |
| 13    | Mr. Rohit Chauhan   |                              |  |                   |           |
| 14    | Ms. Jyoti           |                              |  |                   |           |
| 15    | Ms. Anshu Sharma    | Office Attendant             |  |                   |           |

**Department of Electronics & Communication Engineering**

| S.No. | Name                  | Designation                | Employment Status | Reporting |
|-------|-----------------------|----------------------------|-------------------|-----------|
| 1     | Dr. Rikmantra Basu    | Head                       | Regular           | Director  |
| 2     | Mr. Surender Kumar    | Senior Technical Assistant |                   | HoD ECE   |
| 3     | Mr. Hemant Kumar      | Technical Assistant        |                   |           |
| 4     | Mr. Kundan Kumar      | Technical Assistant        |                   |           |
| 5     | Mr. Shivam Jaiswal    | Technical Assistant        |                   |           |
| 6     | Mr. Sonu              | Sr. Technician             |                   |           |
| 7     | Mr. Amit Kumar Tiwari | Technician                 |                   |           |
| 8     | Ms. Aditi Kandari     | Senior Assistant           |                   |           |
| 9     | Mr. Ranjeet Yadav     | Office Attendant           | Outsource         |           |



**Department of Computer Science and Engineering**

| S.No. | Name                   | Designation         | Employment Status | Reporting |
|-------|------------------------|---------------------|-------------------|-----------|
| 1     | Dr. Munish             | Head                | Regular           | Director  |
| 2     | Mr. Manish Kumar Malik | Technical Assistant |                   | HoD CSE   |
| 3     | Mr. Sanjeev Kumar      | Technical Assistant |                   |           |
| 4     | Mr. Somesh Kumar       | Technical Assistant |                   |           |
| 5     | Mr. Ankur Singh        | Senior Technician   |                   |           |
| 6     | Mr. Pradeep Kumar      | Senior Technician   |                   |           |
| 7     | Mr. Vikas Bhardwaj     | Senior Technician   |                   |           |
| 8     | Ms. Anju Bhakar        | Junior Assistant    | Outsource         |           |
| 9     | Mr. Kelash Kumar       | Office Attendant    |                   |           |

**Department of Electrical Engineering**

| S.No. | Name                    | Designation         | Employment Status | Reporting |
|-------|-------------------------|---------------------|-------------------|-----------|
| 1     | Dr. K.T. Raju           | Head                | Regular           | Director  |
| 2     | Mr. R.V. Bhaskaran      | Technical Assistant |                   | HoD EE    |
| 3     | Mr. Ranjeet Kumar Verma | Technical Assistant |                   |           |
| 4     | Mr. Alok Jha            | Technical Assistant |                   |           |
| 5     | Mr. Rahul Sharma        | Sr. Technician      |                   |           |
| 6     | Ms. Chanchal            | Lab Attendant       |                   |           |
| 7     | Mr. Gaurav Tomar        | Junior Assistant    |                   |           |
| 8     | Mr. Kaushal Dhameja     | Office Attendant    |                   |           |

**Department of Applied Sciences and Humanities & Management**

| S.No. | Name                  | Designation                 | Employment Status | Reporting                 |
|-------|-----------------------|-----------------------------|-------------------|---------------------------|
| 1     | Dr. Anuj Kumar Sharma | Head                        | Regular           | Director                  |
| 2     | Mr. Aadesh Kumar      | Senior Technician (Physics) |                   | HoD, AS & Hum. And Magmt. |
| 3     | Ms. Shalini Singh     | Sr. Technician (Chemistry)  |                   |                           |
| 4     | Mr. Shubham Bhardwaj  | Sr. Technician (Chemistry)  |                   |                           |
| 5     | Mr. Rajab Rehman      | Office Attendant            |                   |                           |

**Department of Civil Engineering**

| S.No. | Name               | Designation         | Employment Status | Reporting |
|-------|--------------------|---------------------|-------------------|-----------|
| 1     | Dr. Kapil Kumar    | Head                | Regular           | Director  |
| 2     | Mr. Naman Sharma   | Technical Assistant |                   | HoD Civil |
| 3     | Mr. Devendra Meena | Technical Assistant |                   |           |
| 4     | Mr. Rahul Kumar    | Sr. Technician      |                   |           |
| 5     | Ms. Rubal          | Technician          |                   |           |
| 8     | Mr. Akash          | Office Attendant    | Outsource         |           |



**Department of Mechanical Engineering & Aerospace/ Mechanical Engineering (Workshop)**

| S.No. | Name                    | Designation         | Employment Status | Reporting            |
|-------|-------------------------|---------------------|-------------------|----------------------|
| 1     | Dr. Abhishek Mishra     | Head                | Regular           | Director             |
| 2     | Mr. Biplap Paul         | Technical Assistant |                   |                      |
| 3     | Mr. Praveen Kumar Bhati | Technical Assistant | Regular           | HoD (ME & Aerospace) |
| 4     | Mr. Krishan Pal         | Senior Technician   |                   |                      |
| 5     | Mr. Mandeep             | Senior Technician   |                   |                      |
| 6     | Mr. Alok Kumar          | Technician          | Outsource         |                      |
| 7     | Ms. Poonam Kamboj       | Junior Assistant    |                   |                      |
| 8     | Ms. Neetu Gupta         | Office Attendant    |                   |                      |

उपरोक्त सभी गैर-शिक्षण कर्मचारियों से अनुरोध है कि वे शीघ्रता से अपनी संबंधित शाखाओं/कार्यालयों में रिपोर्ट करें तथा प्रभार ग्रहण एवं प्रभार त्याग (Charge Hand Over and Taken Over) से संबंधित औपचारिकताएं पूर्ण करें। साथ ही, प्रभार ग्रहण एवं प्रभार त्याग की प्रति निदेशक एवं कुलसचिव के कार्यालय को प्रेषित करें। संबंधित अनुभाग/विभाग के समस्त डीन/अनुभागाध्यक्ष आवश्यकता अनुसार अपने अनुभाग के कर्मचारियों को दायित्व सौंप सकते हैं या पुनः आवंटित कर सकते हैं।

\*यह आदेश उस तिथि से प्रभावी माना जाएगा जिस दिन संबंधित कर्मचारी NIT दिल्ली में कार्यभार ग्रहण करता है।

\*\*यह व्यवस्था श्री रविंदर कुमार (उप कुलसचिव) के संस्थान में कार्यभार ग्रहण करने तक प्रभावी रहेगी।

यह आदेश सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।

All the above Non-Teaching staff members are requested to report their concerned offices and complete formalities of charge Hand Over and Taken Over at the earliest and send a copy of Charge Hand Over and Taken Over report to the office of Director and Registrar. All the Deans/ Section Heads of a particular section/department may assign or re-assign responsibilities to the staff of their section as and when required.

\*To be effective from the date on which the incumbent joins NIT Delhi.

\*\*Until Mr. Ravinder Kumar (DR) joins the Institute.

This issues with the approval of the Competent Authority.

  
कुलसचिव/Registrar

**Copy to:**

1. निदेशक के निजी सहायक /P.A. to Director (for kind information of the Director)
2. रजिस्ट्रार के निजी सहायक/P.A. to the Registrar
3. सभी अधिष्ठाता / विभागाध्यक्ष / अनुभाग प्रमुख/All Deans/HoDs/Section Heads
4. संकाय / गैर-संकाय सदस्य/Faculty/Non-Faculty Member
5. स्थापना अनुभाग/Establishment section
6. सभी संबंधित अधिकारी/ All Concerned officials