



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में राष्ट्रीय महत्व का संस्थान)

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

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NITD/Dir_Office/2026/443

Dated: 07.08.2026

कार्यालय आदेश /Office Order

Subject: Transfer/Posting Orders of employees of the Institute with immediate effect.

निम्नलिखित स्थानान्तरण/पदस्थापन आदेश तत्काल प्रभाव से प्रभावी किए जाते हैं:

The following transfer/posting orders are hereby issued with immediate effect:

Sr. No.	Name & Designation	Present Place of Posting	Transferred / Posted To	Reporting Officer
1.	Sh. Manish Kumar Malik Technical Assistant (Regular)	Department of CSE	Computer Centre	Head, CC
2.	Ms. Suman Technical Assistant (Regular)	Computer Centre	Department of CSE	HoD, CSE
3.	Sh. Vikas Bhardwaj Sr. Technician (Regular)	Department of CSE (Additional Duty: Audio Video arrangements at Institute)	Computer Centre	Head, CC
4.	Sh. Raushan Kumar Sr. Technician (Regular)	Computer Centre	Department of CSE (Additional Duty: Audio Video arrangements at Institute)	HoD, CSE
5.	Sh. Pradeep Sr. Technician (Regular)	Department of CSE	Computer Centre	Head, CC
6.	Sh. Sushil, Technician (Outsourced)	Computer Centre	Department of CSE	HoD, CSE
7.	Ms. Manisha Jr. Assistant (Outsourced)	Computer Centre	Department of Electrical Engineering	HoD, EE
8.	Sh. Gaurav Tomar Jr. Assistant (Outsourced)	Department of Electrical Engineering	Computer Centre	Head, CC

प्रत्येक कर्मचारी यह सुनिश्चित करेगा कि कार्यभार हस्तांतरण/ग्रहण की प्रक्रिया विधिवत पूर्ण की जाए तथा संबंधित प्रतिवेदन पर हस्ताक्षर कर संबंधित प्रतिवेदन अधिकारी को प्रस्तुत किया जाए। उक्त प्रतिवेदन की एक-एक प्रति अभिलेख हेतु निदेशक कार्यालय तथा कुलसचिव कार्यालय में अनिवार्य रूप से जमा कराई जाएगी।

सभी संबंधित कर्मचारी उपर्युक्त निर्देशों का अनुपालन सुनिश्चित करते हुए तदनुसार अपने-अपने अनुभागों/विभागों में कार्यभार ग्रहण करेंगे।

Further, each employee shall complete the charge handover/takeover process and submit a duly signed Charge Handover/Takeover Report to the concerned Reporting Officer. A copy of the same shall invariably be submitted to the Director's Office and Registrar's Office for record.

All concerned are directed to comply with the above instructions and report to their respective Sections/Departments accordingly.


निदेशक/Director

प्रति/Copy to:

1. निदेशक के निजी सहायक /P.A. to Director (for kind information of Hon'ble Director)\
2. कुलसचिव कार्यालय/Office of Registrar
3. सभी अधिष्ठाता /विभागाध्यक्ष /अनुभाग अधिकारी /All Deans/HoDs/Section Heads
4. सभी संकाय और गैर-संकाय सदस्य/ All Faculty and Non-Faculty members
5. सभी संबंधित अधिकारी / All Concerned Officials