

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA**  
(DEEMED UNIVERSITY OF MHRD, GOVT OF INDIA u/s 3 OF UGC ACT 1956)  
B-4, QUTUB INSTITUTIONAL AREA NEW DELHI-110016



No:F. LBSV/Admn./2016/1167

Dated: 25.08.2016

**OFFICE ORDER**

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The following inter-departmental transfers/postings be implemented with immediate effect:

S.No.	Name & Designation	From	To	Leave arrangements
01.	Shri P. Mariappan Assistant Registrar	Administration-II	Assistant Registrar & Secretary to Vice Chancellor, Parliament Questions, Inquiry Committee and Incharge Guest House. Arrangements for holding of the Selection Committees and other meetings as per the requirement of the Vice Chancellor Secretariat, control and maintenance of vehicle with the assistance of Shri Raj Kumar and Drafting of letters.	Shri Manjit Singh
02.	Smt. Sushma Demla Assistant Registrar	Administration-I	Administration-II (Non-teaching) & OSD to Registrar, Dealing with APARs of non-teaching with the assistance of PS to Registrar and Selection Unit relating to confidential work.	Shri Manjit Singh
03.	Shri Sucha Singh Assistant Registrar	Academic Section	Reservation Cell (SC/ST), Faculty of Education & Academic Section and Annual Report	Smt. Sushma Demla
04.	Shri Manjit Singh, Assistant Registrar	Registrar Office	Administration-I (Teaching), Registrar office, Selection Unit, Meetings of BOM & Legal Cell.	Dr. S.D. Tripathi and Smt. Sushma Demla
05.	Shri Pramod Chaturvedi Private Secretary	Vice Chancellor Office	P.S. to V.C., Dealing with APARs of teachers with the assistance of Shri Nitesh Kumar.	Shri Himanshu
06.	Smt. Vijay Laxmi, Section Officer	Administration Section	Academic Section and Annual Report	Smt. Lalita Kumari
07.	Shri Raj Kumar, Section Officer	Academic Section	Administration Section (Non-Teaching Establishment), Parliament Questions and Security.	Shri Bipin Tripathi
08.	Shri Bipin Kumar Tripathi Research-cum-Statistical Officer	Administration Section (Teaching Establishment)	Administration Section (Teaching Establishment), Reservation Cell, Statistical & Information Cell and Staff Quarters Allotment	Shri Rajkumar

Jeeva

09.	Smt. Lalita Kumari, Section Officer Accounts (Development)	Development Section	S.O. (Development & Accounts relating to Plan/General Development Grants, UGC Schemes and Programmes etc.), Parliament Question, S.O. Reservation Cell (SC/ST/OBC).	Shri Rakesh Kandpal and Shri Mahesh
10.	Shri Sudama Assistant	Academic Section	Dean of Education	Dean of Education to make necessary arrangements.
11.	Smt. Vandana Assistant	Dean -Faculty of Ved Vadanga and CVO	Academic Section A.R. (Academic) to allocate the duties.	Section officer to make necessary arrangements
12.	Smt. Rani Panwar Assistant	Dean of Education	Academic Section	Section officer to make necessary arrangements
13.	Shri Monish Beck, Assistant	Selection Unit	Dean -Faculty of Ved Vadanga, CVO Reservation Cell (SC/ST/OBC Cell), Selection and Translation work.	A.R.(Admn.) to make necessary arrangements
14.	Shri Tilak Raj Assistant	Hostel	Hostel & Rajbhasha Cell  Office of the Dean of Students (After 2:00 p.m. or as and when required for typing and other duties).	
15.	Smt. Anita Joshi, Professional Assistant	Selection Unit	Library (Education Department)	Dean-Education to make necessary arrangements
16.	Smt. Sandhya, JE(Civil)	--	Engineering Unit	Executive to make necessary arrangements
17.	Smt. Preeti Yadav UDC	Administration-II	Administration-II & Development Section	Shri Manish Arora
18.	Shri Ramesh Kumar LDC	Accounts Section	As Cashier (Accounts Section)	Shri Sanjeev Chauhan
19.	Shri Ishwar Singh Bisht, Technical Assistant(Computer)	--	Computer Centre	System Administrator to make necessary arrangements
20.	Shri Padam Chand Saini, Library Assistant	--	Library	Assistant Librarian to make necessary arrangements
21.	<del>Smt. Neha</del> Neha Gusain, Stenographer	--	Deputy Registrar(Admn.) & OSD (Admn.)	Respective Unit Head shall make arrangements.
22.	Shri Himanshu, Stenographer	--	Registrar Office	-- do --
23.	Shri Girish Chand Pant, MTS	Library	Selection Unit	-- do --
24.	Smt. Preeti Tyagi, UDC	--	Examination Unit	-- do --
25.	Shri Rajneesh Kumar Rai, UDC	--	Administration	-- do --
26.	Smt. Ruchika Bhatnagar, UDC	Selection	Selection Unit	-- do --
27.	Shri Manish Arora LDC	V.C. Office	Administration (Non-teaching)	-- do --

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28.	Smt. Deepika Rana LDC	--	Administration (Teaching)	-- do --
29.	Shri Lokesh, LDC	--	Administration	-- do --
30.	Shri Kapil Kumar, LDC	--	Research and Publication Department  Sale of publications of the Ministry, Vidyapeetha including Panchang. Sale of Forms : Admission : Degree, Diploma, Part-time Recruitment, CSSET, CSAET, CVVET, Examination etc. He will assist Shri Manoj Meena for maintenance and management of stores pertaining to sports and physical education.	-- do --
31.	Shri Nitesh Kumar, LDC	--	Vice Chancellor Office & Computer Centre (as and when required by the System Administrator).	-- do --
32.	Shri Rahul Rai LDC	--	Engineering Section (On joining).	-- do --
33.	Shri Navneet Pandey, LDC	--	IQAC Cell	-- do --
34.	Shri Vaibhav Khanna, LDC	--	Development, Admn.-II and Rajbhasha Cell	-- do --
35.	Shri Manish Badola MTS	Academic Section	Academic Section & IQAC Cell (as and when required by the Director - IQAC).	-- do --
36.	Shri Amarjeet Singh Driver	Vice Chancellor Office	Attached to SX4 No.DL-12C 5607	Shri Naval Singh, MTS (Driver)
37.	Shri Shrawan Driver	Registrar Office	Attached to SX4 No.DL-12C 5608	Shri Bhim Kumar Nagar, MTS
38.	Shri Naval Kumar, MTS (Driving)	--	Attached to Innova No DL-4CE AE 5517	Shri Bhim Kumar Nagar, MTS
39.	Shri Amit Kumar, MTS (House Keeping)	--	<b>Guest House</b>  1. 7:00a .m. -11:00 a.m (serving of tea to the guests and house keeping duties.)  2. 7:00 p.m. to 11:00 p.m. (kitchen duties and dinner for the guests.)	-- do --
40.	Shri Kangan Nath, MTS (House Keeping)	--	<b>Guest House duties as below :</b>  1. Up to 11 :00 a.m. - House keeping duties 2. 12:30 - 2:00 p.m. - duties in the kitchen during lunch time.  <b>Development Section</b>  1. 9:30 a.m. to 10:00 a.m. - cleaning of tables and other MTS duties.	-- do --

			2. 11:30 a.m to 5:00 p.m. - except Sl.No.2 above.	
41.	Shri Binod Nath, MTS (House Keeping)	--	Guest House	-- do --
42.	Shri Kuldeep Singh, Lab Attendant(Computer)		Computer Centre	-- do --

II. In order to implement the recommendations of the 7th Pay Commission, the following officials shall constitute the 7th Pay Commission Implementation Cell which is assigned the work of fixation of pay, pension and calculation of arrears of the employees and pensioners respectively. The Cell shall be required to function in a time bound manner and shall start functioning as soon as the orders are received from the UGC.

1. Shri Ajay Tandon, Deputy Registrar (Accounts)
2. Shri Manjit Singh, Assistant Registrar (Administration)
3. Shri K.K. Pandey, Consultant (Audit)
4. Shri Rakesh Kandpal, S.O.
5. Shri Vaibhav Khanna, LDC

Handing over/taking over formalities be completed immediately.

This issues with the approval of the Vice Chancellor.

  
Registrar