



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/012/2023 Dated April 10, 2023

The undersigned is to convey that in exigency of the Institute service the following arrangements have been made with effect from 11th April, 2023 until further order:

Sl. No.	Name, EC & Designation	Presently Posted	Posted to
1.	Sri Achintya Kumar Mandal, EC-16063, Joint Registrar	Stores and Purchase Section	SRIC
2.	Sri Biswajit Bhattacharyya, EC-16065, Joint Registrar	SRIC	Academic Section
3.	Dr. Gopal Sinha, EC-18073, Deputy Registrar	Academic Section	Stores and Purchase Section

Concerned Officers are requested to move to the new place of posting and send their joining reports through proper channel to the undersigned for further action.


कुलसचिव / Registrar

To
Persons concerned

Through: Proper Channel

Copy to:

1. All Deans
2. All Associate Deans
3. All Heads of the Departments /Schools/Sections/Units
4. All Chairmen/ Prof.-In-Charge
5. Chairman, ERP
6. President TSG
7. Chief Engineer/Superintending Engineers/Executive Engineers
8. All Joint Registrar/Deputy Registrar/Assistant Registrar
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. R/23/2023 Dated April 26, 2023

The undersigned is directed to convey that the competent authority has approved the following arrangements in respect of the following staff member in exigency of the Institute service.

Shri Renis Thomas, Administrative Officer, Department of Electrical Engineering will perform the duties in the Centre of Excellence in Advanced Transportation in addition to his existing responsibilities in the Department of Electrical Engineering.

Joint Registrar (E-II)

To
Shri Renis Thomas
Administrative Officer
Department of Electrical Engineering

Through: HoD, Dept. of Electrical Engg.

1. HoD, Dept. of Electrical Engg.
2. Chairperson, CoE-Advanced Transportation
3. Chairman, ERP
4. Joint Registrar, E-II&III
5. Assistant Registrar, E-I
6. Secretary to Director
7. Secretary, Deputy Director's Office
8. Secretary, Registrar's Office
9. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

OFFICE ORDER NO. R / 24 / 2023 DATED MAY 16, 2023

The undersigned is to convey that in exigency of the Institute service the following arrangements have been made with immediate effect :

Sl. No.	Name & Designation of Employee	Transferred From	Posted To
1.	Sri Anirban Biswas EC-19007 Senior Executive Officer Grade-I	Alumni Affairs and International Relations	Academy of Classical and Folk Arts

Sri Biswas is requested to move to new place of posting with immediate effect and send his joining report through proper channel to the undersigned for further action.

This is issued with the approval of the competent authority.

कुलसचिव / Registrar

To
Sri Anirban Biswas, EC-19007
Senior Executive Officer Grade-I
Through : Dean, Outreach and Alumni Affairs

Copy to :

1. All Deans / Associate Deans
2. All Heads of Department/Centre/School/Section/Unit
3. All Chairmen /Chairpersons /Professor-in-Charge
4. Chief Vigilance Officer
5. Head, B.C. Roy Technology Hospital
6. President, Technology Students' Gymkhana
7. Librarian, Central Library
8. Chief Engineer/Supdt. Engineers/Sr. Executive Engineers/Executive Engineers
9. All Joint Registrars/Deputy Registrars/Assistant Registrars/Executive Officers
10. Joint Registrar, E-III Meeting
11. Senior Security Officer
12. Secretary to Director
13. Secretary, Deputy Director's Office
14. Secretary, Registrar's Office



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/101/2023 Dated August 10, 2023

The undersigned is to convey that the competent authority has approved the transfer in respect of the following staff members in exigency of the Institute services as mentioned against each.

#	Name & EC No.	Designation	From	To
1	Ms. Jyoti Maria Saniel EC - 17067	Junior Assistant	Registrar's Office	Establishment (E-I) Section
2	Mr. Dhruva Kumar Mandal EC - 92025	Senior Assistant	Humanities & Social Sciences	School of Education
3	Mr. Achinta Mondal EC - 20027	Junior Executive	Stores & Purchase Section	Recruitment Section

Concerned staff members are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.


कुलसचिव / Registrar

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File

o/c



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/102/2023 Dated August 11, 2023

The undersigned is to convey that the competent authority has approved the transfer in respect of the following staff members in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	89052	Mr. Bappaditya Pramanik	Senior Executive	GATE Office	Audit
2	94009	Mr. Shibabroto Banerjee	Jr. Technical Superintendent	GATE Office	Counselling Centre
3	09015	Mr. Purna Chandra Dolai	Senior Multi Tasking Staff Grade - II	GATE Office	CWISS
4	91046	Mr. Ujjal Kar	Senior Multi Tasking Staff Grade - I	JEE Office	Chemistry
5	96008	Mr. Joydip Kuila	Junior Executive	JEE Office	Biotechnology
6	89029	Mr. Jyoti Prasad Gharami	Senior Executive	GATE Office	SRIC
7	06041	Mr. Atanu Kumar Roy	Junior Executive	SRIC	GATE Office
8	18028	Mr. Mahesh Prasad Verma	Junior Executive	Audit	GATE Office
9	09036	Mr. R Kurma Rao	Senior Multi Tasking Staff Grade - II	CWISS	GATE Office
10	06043	Mr. Yamuna Prasad	Junior Executive	Biotechnology	JEE Office
11	02002	Mr. Nahari Jogendra	Senior Multi Tasking Staff Grade - II	Chemistry	JEE Office

Concerned staff members are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.


कुलसचिव / Registrar

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/107/2023 Dated August 17, 2023

The undersigned is to convey that the competent authority has approved the following arrangements in exigency of the Institute service:

Sl. No.	Employee Name, EC & Designation	Place of Posting	Additional responsibilities
1.	Shri Soumavo Das EC-17009 Executive Officer	Dean's Office	Overall up-keeping and maintenance works of Gargi Auditorium, Maitrayee Auditorium and Kalidas Auditorium
2.	Shri Madan Mohan Mukhi EC-99065 Network Engineer	CWISS	Overall up-keeping and maintenance works of Nalanda Classroom Complex
3.	Shri Akhilesh Kumar Singh EC-03077 Junior Technical Superintendent	Dept. of Physics	Overall up-keeping and maintenance works of Raman Auditorium, Bhatnagar Auditorium and S. N. Bose Auditorium

- All the above staff members shall perform aforesaid responsibilities in addition to their present duties/responsibilities.
- The above staff members are responsible for up-keep & maintenance works in co-ordination with the various service sections of the Institute i.e., Civil Construction & Maintenance, Electrical Maintenance, AV Cell, Sanitary Section, Water Works & RAC Unit.


कुलसचिव / Registrar

To
Persons concerned

Through: Proper Channel

Copy to:

1. Dean, Outreach
2. Dean, Infrastructure
3. Associate Dean, CE&T
4. Chairman, ERP Cell
5. Chairman, CWISS
6. Head, Dept. of Physics
7. Chairman, TFS
8. Chief Engineer
9. Superintending Engineer (Electrical)
10. Superintending Engineer (Civil)
11. Joint Registrar, Academic
12. Deputy Registrar, Academic
13. Deputy Registrar, Accounts
14. Deputy Registrar, Stores & Purchase
15. Joint Registrar, E-III
16. Joint Registrar, E-II
17. Senior Security Officer
18. Assistant Registrar, E-III
19. Secretary to Director
20. Secretary, Deputy Director's Office
21. Secretary, Registrar's Office
22. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/109/2023 Dated August 28, 2023

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	17182	Mr. Rana Vijay Pratap	Junior Executive	SRIC	Rajbhasha Vibhag
2	17071	Mr. Dewendra Prasad	Junior Assistant	Rajbhasha Vibhag	SRIC
3	17060	Ms. Amrita Maiti	Junior Assistant	SRIC	Agricultural & Food Engineering
4	89077	Mr. Nandagopal Pal	Senior Executive	Agricultural & Food Engineering	SRIC

Mr. Dhruba Kumar Mandal (EC: 92025), Senior Assistant, School of Education shall be attached to the Department of Humanities & Social Sciences in addition to his normal duties in the School of Education for a period of 6 months or until further order whichever is earlier.

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

Joint Registrar(E-III)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/113/2023 Dated September 01, 2023

The undersigned is to convey that the competent authority has approved the following arrangement in respect of the following staff member in exigency of the Institute service.

#	EC No.	Name	Designation	From	To
1	17012	Mr. Rishi Sirohi	Senior Executive Officer Grade-II	Academic Section	SRIC

Concerned staff member is requested to move to the new place of posting with immediate effect and send his joining report through proper channel to the Recruitment Section for further action.

कुलसचिव / Registrar

To
Persons concerned

Through : Joint Registrar (Academic)

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Dean, R&D
4. Joint Registrar, Academic
5. Joint Registrar, E-II
6. Joint Registrar, E-III
7. Deputy Registrar, Accounts
8. Assistant Registrar, E-I
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No: R/ 119/2023 Dated September 13 , 2023

In exigency of the Institute services the undersigned is to convey that the competent authority has approved the following arrangement in respect of the staff members with immediate effect for the period as mentioned against each or until further order whichever is earlier:

SI No	EC	Name	Designation	From	To
1.	99109	Shri Rajib Das	Assistant Registrar	Estate Office	Dr. Syama Prasad Institute of Medical Sciences & Research (Upto 31.03.2024)
2.	17007	Shri Nilamadhab Mishra	Assistant Registrar	Technology Guest House	Academic Section
3.	T0685	Shri Prabir Kumar Sarkar	Administrative Officer	IIT Kharagpur Bhubaneswar Campus	B C Roy Technology Hospital
4.	89034	Shri Prasanta Bhattacharjee	Senior Executive	IIT Kharagpur Kolkata Extension Centre	Technology Guest House
5.	20037	Shri Subir Naskar	Junior Engineer	IIT Kharagpur Kolkata Extension Centre	Civil Construction & Maintenance Section
6.	20017	Shri Srimanta Das	Junior Executive	Stores & Purchase Section	IIT Kharagpur Kolkata Extension Centre.

Ms. Mithu Dey (EC: T0684), Administrative Officer will look after the duties of Estate Office in addition to her existing duties in Recruitment Section. She will report to Dean (HR) for her duties of Estate Office.

For SI No. 3 - He will act as Liason Officer at BCRTH in addition to his existing duties in IIT Kharagpur Bhubaneswar Campus.

For SI No. 6 - He shall be posted for a period of two years or until further order whichever is earlier. He will be provided license fee free accommodation at IIT Kharagpur Kolkata Campus .

Concerned staff members are requested to move to their new place of posting with immediate effect and send their joining report through proper channel to the Recruitment Section for further action.


कुलसचिव / Registrar

To
Persons concerned
Through : Proper Channel

Copy to :

1. Dean (HR)
2. Dean (Infrastructure)
3. Dean (Officiating),BCRMSMRC
4. PIC, Institute Guest Houses
5. PIC, IIT Kharagpur Kolkata Extension Centre
6. PIC, IIT Kharagpur Bhubaneswar campus
7. Chairman, HAC
8. Chief Engineer

9. Medical Superintendent (SPMIMSR)
10. Head, BCRTH
11. Chairman, ERP
12. Head, Institute Information Cell
13. Joint Registrar, E-III
14. Joint Registrar/Deputy Registrar (Academic Section)
15. Deputy Registrar (S&P)
16. Deputy Registrar, Accounts
17. Assistant Registrar (Estate Office)
18. Assistant Registrar, E-I
19. Secretary to Director
20. Secretary, Deputy Director's Office
21. Secretary, Registrar's Office
22. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/120/2023 Dated September 14, 2023

Ref. : O.O. No.: R/23/2023 Dated April 26, 2023

Further to the Office Order under reference, the undersigned hereby conveys the approval of the competent authority that Mr. Renis Thomas (EC: T0686), Administrative Officer is being relieved from the Dept. of Electrical Engineering and posted in the Centre of Excellence in Advanced Transportation on full time basis.

Concerned staff member is requested to move to the new place of posting with immediate effect and send his joining report through proper channel to the Recruitment Section for further action.

कुलसचिव / Registrar

To
Mr. Renis Thomas
EC: T0686
Administrative Officer

Through : Head, Dept. of Electrical Engg.

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Head, Dept. of Electrical Engg.
4. Chairperson, Centre of Excellence in Advanced Transportation
5. Joint Registrar, Academic
6. Joint Registrar, E-II
7. Joint Registrar, E-III
8. Deputy Registrar, Accounts
9. Assistant Registrar, E-I
10. Secretary to Director
11. Secretary, Deputy Director's Office
12. Secretary, Registrar's Office
13. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/129/2023 Dated September 20, 2023

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	89057	Ashok Das	Senior Executive	Technology Students' Gymkhana	Materials Science Centre
2	06018	Suman Sarkar	Junior Executive	Materials Science Centre	Technology Students' Gymkhana
3	92030	Bipin Kumar Singh	Senior Multi Tasking Staff Grade - I	Directors Office	CE&T
4	00001	Lingam Suresh	Senior Attendant	CE&T	Directors' Office

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

Joint Registrar (E-III)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/132/2023 Dated September 22, 2023

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	17064	Srikanta Goswami	Junior Assistant	Dept. of Electronics & Electrical Communication Engg.	Technology Guest House
2	18016	Krushnaprasad Sriramula	Junior Executive	Technology Guest House	Dept. of Electronics & Electrical Communication Engg.

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

Joint Registrar(E-III)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Head, Dept. of Electronics & Electrical Communication Engg.
4. Prof.-in-charge, Technology Guest House
5. Joint Registrar, E-II
6. Joint Registrar, E-III
7. Deputy Registrar, Accounts
8. Assistant Registrar, E-I
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/133/2023 Dated September 29, 2023

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	16059	Krishanu Murmu	Junior Technical Superintendent	Dept. of Chemistry	Dept. of Biotechnology
2	03054	Debashis Gayen	Junior Technical Superintendent	Dept. of Biotechnology	Dept. of Environmental Science & Engg.
3	18116	Sudip Hazra	Junior Technical Superintendent	Estate (E&M)	CWISS
4	22083	Sudip Tudu	Junior Technician	CWISS	Dept. of Chemistry
5	17124	Saheb Dutta	Junior Technician	Dept. of Chemistry	Cryogenic Engg. Centre
6	17131	Chandra Nath Sadhukhan	Junior Technician	Dept. of Environmental Science & Engg.	Estate (E&M)

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

Joint Registrar(E-IH)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/154/2023 Dated November 14, 2023

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	99100	Swapn Kr. Santra	Senior Assistant	Accounts Section	Establishment-II
2	00071	Ujjal Kumar Das	Senior Assistant	BCRTH	Academic
3	99108	Arunabha Das	Senior Assistant	Chemical Engg.	Academic
4	00046	Naresh Chandra Mahto	Senior Assistant	OE&NA	RGSoIPL
5	17117	Anirban Paul	Junior Assistant	Establishment-II	Cash Section
6	99051	Koppada Venugopala Rao	Technical Superintendent	A&RP	Central Library
7	87033	Pradip Kumar Dev	Junior Superintendent	A&RP	BCRTH
8	17048	Arnab Kumar Hazra	Junior Superintendent (Museum)	CoE for IKS	A&RP
9	03093	Antara Goswami	Senior Technician	A&RP	CoE for IKS
10	18007	Sourav Dutta	Junior Executive	Geology & Geophysics	NCC
11	99078	Tarun Kumar Pan	Senior Assistant	NCC	Geology & Geophysics
12	89025	Anita Pal	Senior Executive Grade-I	Stores & Purchase	Estate Office
13	17150	Shyamal Das	Senior Executive	Accounts Section	Chemical Engg.
14	89012	Goutam Talukder	Senior Assistant	RGSoIPL	Bhubaneswar Extension Centre
15	00079	Ajoy Kumar Das	Senior Assistant	Central Library	A&RP
16	99090	Pulak Banerjee	Senior Assistant	Estate (E&M)	Transport Unit
17	00007	Amit Roy	Sr. Technical Superintendent	Transport Unit	R&AC
18	90025	Banani Sen (Bose)	Senior Executive	Estate Office	Stores & Purchase
19	03095	Rishikant Bamanian	Sr. Assistant Architect Gr.-I	A&RP	CC&M
20	17101	Swarup Bhowmik	Junior Assistant	VGSoM	Stores & Purchase

#	EC No.	Name	Designation	From	To
21	00039	Alok Ghosh	Senior Technician	R&AC	SMST
22	17134	Anil Kumar	Senior Executive	Stores & Purchase	Accounts
23	03061	Swapan Bala	Senior Technical Superintendent	A&RP	Estate (E&M)
24	23072	Sunanda Mandal	Junior Assistant	Recruitment Pool	VGSoM
25	23073	Subhasis Maity	Junior Assistant	Recruitment Pool	OE&NA
26	23074	Avinash Kumar Singh	Junior Assistant	Recruitment Pool	Aerospace Engg.
27	23075	Mostakin Hossain	Junior Assistant	Recruitment Pool	Chemical Engg.
28	23081	Govind Kumar	Junior Assistant	Recruitment Pool	Materials Science Centre
29	92025	Dhruba Kumar Mandal	Senior Assistant	School of Education	Water Works
30	99087	Tapan Kumar Das	Senior Assistant	Water Works	School of Education

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.


Registrar

To
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/02/2024 Dated January 03, 2024

The undersigned is to convey that the competent authority has approved the transfer in respect of the following staff members in exigency of the Institute services as mentioned against each.

#	Name & EC No.	Designation	From	To
1	Mr. Sourav Kanti Ghosh EC - 17181	Executive	Deputy Director's Office	Department of Electrical Engineering
2	Mr. Anindya Sundar Pal Choudhury EC - 20019	Junior Executive	Department of Electrical Engineering	Deputy Director's Office
3	Mr. Sumit Rajan EC - 06044	Junior Executive	Academic Section	Registrar's Office
4	Mr. Sabyasachi Patra EC - 99121	Senior Assistant	Registrar's Office	Academic Section

Concerned staff members are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

Joint Registrar (E-III)

To,
Persons concerned
Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, Academic Section
5. Joint Registrar, E-II
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/03/2024 Dated January 05, 2024

The undersigned is to convey that the competent authority has approved the transfer in respect of the following staff members in exigency of the Institute services as mentioned against each.

#	Name & EC No.	Designation	From	To
1	Smt. Anima Das EC - 92022	Junior Assistant	Department of Physics	Rekhi Centre of Excellence for the Science of Happiness
2	Mr. Chiranjit Biswas EC - 23088	Junior Assistant	Recruitment Pool	Department of Physics

Concerned staff members are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

Joint Registrar (E-III)

To,
Persons concerned

Through : Proper Channel

Copy to :

1. Chairman, ERP
2. Head, Institute Information Cell
3. Heads of the Departments / Centres / Schools / Units concerned
4. Joint Registrar, Academic Section
5. Joint Registrar, E-II
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/007/2024 Dated January 24, 2024

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	99099	Shri Pulak Banerjee	Senior Assistant	Transport Unit	Academic Section
2	18115	Shri Chittaranjan Mohapatra	Technical Superintendent	Mechanical Engg.	Transport Unit
3	23022	Shri Aniket Maity	Junior Assistant	Academic Section	Transport Unit

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.



Joint Registrar(E-III)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Heads of the Departments / Centres / Schools / Units concerned
5. Joint Registrar, E-II
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/008/2024 Dated January 24, 2024

The undersigned is to convey that the competent authority has approved the following arrangement in exigency of the Institute service.

Shri Babulal Rajak (EC: 17073), Joint Registrar shall perform the duties and responsibilities of Transport Unit in addition to his normal duties in Audit Section.


Registrar

To
Shri Babulal Rajak (EC: 17073)
Joint Registrar
Audit Section

- He is requested to send the joining report through proper channel to Joint Registrar(E-III) for record.

Through : Proper Channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Joint Registrar, E-II
5. Joint Registrar, E-III
6. Deputy Registrar, Accounts
7. Assistant Registrar, E-I
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/065/2024 Dated March 28, 2024

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	20015	Bipin Gupta	Junior Executive	SRIC	CIC
2	98051	Binoy Ghosh	Senior Technician	Mechanical Engg.	CoE in Advanced Manufacturing Technology
3	91043	Ratan Kumar Sharma	Senior Technician	Mechanical Engg.	CWISS

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.



उप कुलसचिव (स्था.-III)/
Joint Registrar (E-III)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Heads of the Departments / Centres / Schools / Units concerned
5. Joint Registrar, E-II
6. Joint Registrar, F&A
7. Deputy Registrar, Accounts
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/088/2024 Dated April 23, 2024

The undersigned is to convey that the competent authority has approved transfer of Shri Sourav Bose, EC-24027, Junior Engineer from Horticulture Section to Civil Construction & Maintenance Section (CCM).

Shri Bose shall perform the duties and responsibilities of Horticulture Section in addition to his normal duties in CCM Section.

Concerned staff member is requested to move to new place of posting with immediate effect and send his joining report through proper channel to the undersigned for further action.

उप कुलसचिव (स्था.-III)/
Joint Registrar (E-III)

To
Shri Sourav Bose
EC-24027
Junior Engineer
Horticulture Section

Through : Proper Channel

Copy to :

1. Dean, HR
2. Dean, Infrastructure
3. Chairman, ERP
4. Head, Institute Information Cell
5. Chief Engineer
6. Superintending Engineer (Civil)
7. Senior Executive Engineer, Horticulture
8. Joint Registrar, E-II
9. Joint Registrar, F&A
10. Deputy Registrar, Accounts
11. Secretary to Director
12. Secretary, Deputy Director's Office
13. Secretary, Registrar's Office
14. Office Order File

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/090/2024 Dated May 03, 2024

The undersigned is to convey that the competent authority has approved the transfer of the following employees in exigency of the Institute services as mentioned against each.

#	EC No.	Name	Designation	From	To
1	21047	Mr. Debasish Karmakar	Junior Executive	Establishment (E-I)	HMC
2	17072	Mr. Volteru Krishna Rao	Junior Assistant	VGSoM	Academic
3	99108	Mr. Arunabha Das	Senior Assistant	Academic	VGSoM
4	07009	Ms. Rama Pullabhotla	Executive	Office of the Dean(FoS)	Mathematics

Concerned employees are requested to move to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.


उप कुलसचिव (स्था.-III)/~
Joint Registrar (E-III)

To
Persons concerned

Through : Proper Channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Heads of the Departments / Centres / Schools / Units concerned
5. Joint Registrar, E-II
6. Joint Registrar, F&A
7. Deputy Registrar, Accounts
8. Secretary to Director
9. Secretary, Deputy Director's Office
10. Secretary, Registrar's Office
11. Office Order File

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/104/2024 Dated May 13, 2024

The undersigned is to convey that the competent authority has approved the following arrangement in respect of the following staff member in exigency of the Institute service.

#	EC No.	Name	Designation	From	To
1	24005	Ms. Jeneeta Joseph	Administrative Officer	SRIC	Establishment (E-I)

Ms. Jeneeta Joseph will also look after the duties and responsibilities of CDN(E-III), Office of Outsourced Manpower, Office of PIO in overlapping with Shri A. K. Naskar, Assistant Registrar till 31st May 2024. Thereafter, she will handle the duties independently from 1st June 2024.

Ms. Jeneeta Joseph is requested to move to the new place of posting with immediate effect and send her joining report through proper channel to the Recruitment Section for further action.


कूलसचिव/Registrar

To
Ms. Jeneeta Joseph (EC: 24005)
Administrative Officer
SRIC

Through : Dean, R&D

Copy to :

1. Dean, HR
2. Dean, R & D
3. Chairman, ERP
4. Head, Institute Information Cell
5. Joint Registrar, SRIC
6. Joint Registrar, E-II
7. Joint Registrar, E-III
8. Joint Registrar, F & A
9. Deputy Registrar, Accounts
10. Assistant Registrar, E-I & E-III
11. Assistant Registrar, OM
12. PIO, IIT Kharagpur
13. Secretary to Director
14. Secretary, Deputy Director's Office
15. Secretary, Registrar's Office
16. Office Order File

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/107/2024 Dated May 14, 2024

The undersigned is to convey that in exigency of the Institute service following arrangements have been made in respect of the following staff member with immediate effect.

1. Shri Mrinal Kanti Nath (EC: 86012), Assistant Registrar is posted to Establishment (E-II) Section. He shall perform the duties and responsibilities of Dr. Syama Prasad Mookerjee Superspeciality Hospital as additional charge.

2. Shri Soumitra Banerjee (EC: 18031) Executive Engineer(RAC) is posted to Estate(E&M) Section. He shall also perform the duties and responsibilities of Dr. Syama Prasad Mookerjee Institute of Medical Sciences & Research Forum as additional charge.

Both the employees will report to the Registrar for their primary responsibility and to the Medical Superintendent, SPMSH for their additional responsibility.

This is issued with the approval of the Director.


कुलसचिव/Registrar

To
Persons concerned

Through : Proper Channel

Copy to :

1. Dean, HR
2. Dean, Infra
3. Chairman, ERP
4. Head, Institute Information Cell
5. Chief Engineer
6. Superintending Engineer (E)
7. Medical Superintendent, SPMSH
8. Joint Registrar, E-II
9. Joint Registrar, E-III
10. Joint Registrar, F & A
11. Deputy Registrar, Accounts
12. Assistant Registrar, E-I
13. Secretary to Director
14. Secretary, Deputy Director's Office
15. Secretary, Registrar's Office
16. Office Order File