



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/118/2024 Dated May 22, 2024**

The undersigned is to convey that the competent authority has approved transfer of Shri Rabisankar Sukul, EC-90064, Senior Executive from Dr. Syama Prasad Mookerjee Institute of Medical Sciences & Research Forum to Dr. B. C. Roy Multi-speciality Medical Research Centre.

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 Rabisankar Sukul  
EC-90064  
Senior Executive  
SPMIMSRF

**Through : Proper Channel**

Copy to :

1. Dean, HR
2. Dean, BCRMSMRC
3. Chairman, ERP
4. Head, Institute Information Cell
5. Medical Superintendent, SPMSH
6. Joint Registrar, E-II
7. Joint Registrar, F&A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**Office Order No.: R/120/2024 Dated May 22, 2024**

The undersigned is to convey that the competent authority has approved transfer of Shri Binoy Ghosh, EC-98051, Senior Technician from Centre of Excellence in Advanced Manufacturing Technology to Cryogenic Engineering Centre.

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.

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

To  
Shri Binoy Ghosh  
EC-98051  
Senior Technician

**Through : Proper Channel**

Copy to :

1. Dean, HR
2. Chairperson, CoE-AMT
3. Chairman, ERP
4. Head, Cryogenic Engg.
5. Head, Institute Information Cell
6. Joint Registrar, E-II
7. Joint Registrar, F&A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/121/2024 Dated May 22, 2024**

The undersigned is to convey that the competent authority has approved the posting of Shri Soumendra Khanra, EC-24072, Junior Executive in Department of Agricultural & Food Engineering.

Shri Khanra shall also perform the duties and responsibilities of Agri Business Incubation Foundation (ABIF) in addition to his normal duties in the Department of Agricultural & Food Engineering.

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.

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

To  
Shri Soumendra Khanra  
EC-24072  
Junior Executive  
ABIF

**Through : Proper Channel**

Copy to :

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



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/136/2024 Dated June 06, 2024**

The undersigned is to convey that the competent authority has approved transfer of Shri Raj Kumar, EC-98018, Junior Executive from Establishment (E-II) to CWISS.

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.

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

To  
Shri Raj Kumar  
EC-98018  
Junior Executive  
Establishment (E-II)

**Through : Joint Registrar (E-II)**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Chairperson, CWISS
4. Head, Institute Information Cell
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



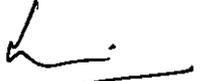
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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/150/2024 Dated June 25, 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	99106	Mr. Mohammad Ghulam Ali	Principal Software Engineer	VGSoM	Dept. of Computer Science & Engg.
2	20019	Mr. Anindya Sundar Pal Choudhury	Junior Executive	Deputy Director's Office	SRIC
3	23048	Ms. Sreejita Dutta	Junior Assistant	SRIC	Deputy Director's Office
4	18025	Mr. Himansu Shekhar Behera	Junior Executive	Recruitment Pool	VGSoM
5	24029	Ms. Piyali Sarkar	Junior Executive	Estate Office	Academic Section

Concerned employees are requested to move to the respective 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 :** Heads of the Departments / Centres / Schools / Units concerned

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Dean, R&D
5. Dean, VGSoM
6. Head, Dept. of Computer Science & Engg.
7. Joint Registrar, SRIC
8. Joint Registrar, E-III
9. Joint Registrar, E-II
10. Joint Registrar, F&A
11. Deputy Registrar, Accounts
12. Administrative Officer, E-I
13. Administrative Officer, Estate Office
14. Secretary to Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office
17. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/157/2024 Dated July 03, 2024**

The undersigned is to convey that the competent authority has approved transfer of Shri Jayanta Mahata, EC-24043, Junior Technical Superintendent from ERP Section to Centre of Excellence in Artificial Intelligence (AI).

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.

संयुक्त कुलसचिव (स्था.-III)  
Joint Registrar (E-III)

To  
Shri Jayanta Mahata  
EC-24043  
Junior Technical Superintendent  
ERP Section

**Through : Chairman, ERP**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Chairperson, CoE-AI
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



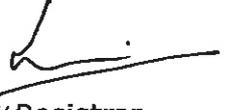
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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/177/2024 Dated August 05, 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.

#	EC No.	Name	Designation	Place of posting	
				From	To
1	16042	Dr. Anupam Khan	Senior Software Engineer	ERP Section	Partha Ghosh Academy of Leadership

Dr. Anupam Khan 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  
Dr. Anupam Khan  
EC-16042  
Senior Software Engineer, ERP

**Through :** Chairman, ERP

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Chairperson, PGAL
5. Joint Registrar, E-III
6. Administrative Officer, E-I
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File

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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/186/2024 Dated August 21, 2024**

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

1. Mr. Lalit Singh (EC: 24131), Deputy Registrar is posted to Estate Office. He shall also perform the duties and responsibilities of Dr. Syama Prasad Mookerjee Superspeciality Hospital as additional charge.
2. Mr. Mrinal Kanti Nath (EC: 86012), Assistant Registrar, E-II is being relieved from the additional charges of Dr. Syama Prasad Mookerjee Superspeciality Hospital.
3. Ms. Mithu Dey (EC: 24003), Administrative Officer, Recruitment Section shall perform the duties and responsibilities of Outsourced Manpower(OM) Unit as additional charge.
4. Ms. Jeneeta Joseph (EC: 24005), Administrative Officer, E-I is being relieved from the additional charges of Outsourced Manpower(OM) Unit.

This is issued with the approval of the Director.

  
कुलसचिव/Registrar

To

1. Mr. Lalit Singh (EC: 24131), Deputy Registrar
2. Mr. Mrinal Kanti Nath (EC: 86012), AR (E-II)
3. Ms. Mithu Dey (EC: 24003), AO (Rectt.)
4. Ms. Jeneeta Joseph (EC: 24005), AO (E-I)

**Through : Proper Channel**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Chairman, HAC
4. Head, Institute Information Cell
5. Medical Superintendent, SPMSH
6. Joint Registrar, E-II
7. Joint Registrar, E-III
8. Joint Registrar, F & A
9. Deputy Registrar, Accounts
10. Administrative Officer, E-I
11. Secretary to Director
12. Secretary, Deputy Director's Office
13. Secretary, Registrar's Office
14. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/187/2024 Dated August 23, 2024**

The undersigned is to convey that the competent authority has approved transfer of Shri Pankaj Kumar, EC-23040, Junior Assistant from BCRMSMRC & SPMIMSRF to IIT Kharagpur AI4ICPS Hub Foundation.

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.

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

To  
Shri Pankaj Kumar  
EC-23040  
Junior Assistant  
BCRMSMRC & SPMIMSRF

**Through : Dean, BCRMSMRC**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Director, AI4ICPS
5. Dean, BCRMSMRC
6. Medical Superintendent, SPMIMSRF
7. Joint Registrar, E-II
8. Joint Registrar, F&A
9. Deputy Registrar, Accounts
10. Secretary to Director
11. Secretary, Deputy Director's Office
12. Secretary, Registrar's Office
13. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/188/2024 Dated August 23, 2024**

The undersigned is to convey that the competent authority has approved transfer of Shri Palash Mukherjee, EC-18112, Technical Superintendent from School of Nano Science & Technology to Department of Education.

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.

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

To  
Shri Palash Mukherjee  
EC-18112  
Technical Superintendent  
Nano Science & Technology

**Through :** Head, Nano Science & Technology

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Head, Education
5. Head, Nano Science & Technology
6. Joint Registrar, E-II
7. Joint Registrar, F&A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File

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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/190/2024 Dated August 30, 2024**

**Ref.: O.O. No. ESTT/416/2024 dated August 29, 2024**

Consequent upon joining the Institute on 28.08.2024 after the expiry of lien, Shri Sumit Kumar Biswas, EC: 99114, Joint Registrar is assigned the duties & responsibilities of Joint Registrar (Ranking).

He will report to Dean (Outreach) through Professor-in-Charge, Ranking(QS) & IoE and Co-Professor-in-Charge, Ranking & IoE for his duties.

This is issued with the approval of the Competent Authority.

  
कुलसचिव/Registrar

To  
Shri Sumit Kumar Biswas  
EC: 99114  
Joint Registrar

Through : Proper Channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Dean, Outreach
5. Professor-in-charge, Ranking (QS) & IoE
6. Co-Professor-in-charge, Ranking & IoE
7. Joint Registrar, Academic
8. Joint Registrar, E-II
9. Joint Registrar, E-III
10. Joint Registrar, F & A
11. Deputy Registrar, Accounts
12. Deputy Registrar, Stores & Purchase
13. Administrative Officer, E-I & E-III
14. Secretary to Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office
17. Office Order File

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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/191/2024 Dated September 04, 2024**

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

1. Mr. Srijib Das (EC: 17132), Junior Technician/Junior Laboratory Assistant is posted to School of Nano Science & Technology from Technology Telecom Centre.
2. Mr. Himansu Shekhar Behera (EC: 18025), Executive, VGSOM shall perform the duties and responsibilities of School of Nano Science & Technology in addition to his normal duties in the Vinod Gupta School of Management.
3. Mr. Ashish Raj, EC-24091, Junior Executive, Legal Cell shall perform the duties and responsibilities of Centre for Disability Studies in addition to his normal duties in the Legal Cell.

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



संयुक्त 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. Dean, VGSOM
5. Chairman, Legal Cell
6. Professor-in-Charge, Telecom Centre
7. Joint Registrar, E-II
8. Joint Registrar, F & A
9. Deputy Registrar, Accounts
10. Secretary to Director
11. Secretary, Deputy Director's Office
12. Secretary, Registrar's Office
13. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/217/2024 Dated September 20, 2024**

In exigency of the Institute service the undersigned is to convey the approval of the competent authority that Mr. Umesh Kailas Rane (EC: 24101), Junior Executive shall perform the duties of the Career Development Centre in second half and his existing duties of the PRO Office in the first half.

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.

प्रशासनिक अधिकारी (स्था.-III)/  
Administrative Officer (E-III)

To  
Mr. Umesh Kailas Rane (EC-24101)  
Junior Executive,  
PRO Office

**Through :** Proper channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Chairman, CDC
5. Public Relations Officer
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/218/2024 Dated September 25, 2024**

In exigency of the Institute service the undersigned is to convey the approval of the competent authority that Mr. Ashish Raj, EC-24091, Junior Executive shall perform the duties and responsibilities of Centre of Excellence in Public Policy Law & Governance instead of Centre for Disability Studies in addition to his normal duties in the Legal Cell.

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

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

To  
Mr. Ashish Raj (EC-24091)  
Junior Executive  
Legal Cell

**Through : Proper channel**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Chairperson, CoE in Public Policy Law & Governance
5. Chairman, Legal Cell
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/219/2024 Dated September 25, 2024**

The undersigned is to convey that in exigency of the Institute service following staff members shall perform the duties of Academic Section for the works related to ABC portal as and when required in addition to their present responsibilities with immediate effect.

Sl. No.	Employee Name, EC & Designation	Present place of posting
1.	Mr. Shibabroto Banerjee (EC: 94009) Junior Technical Superintendent	Counselling Centre
2.	Mr. B. Sai Krishna (EC: 06042) Junior Executive	Institute Information Cell

Concerned staff members are requested to report to Joint Registrar (Academic) for their additional responsibilities and send their joining report through proper channel to the undersigned for further action.

संयुक्त 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. Prof.-in-charge, Counselling Centre
5. Joint Registrar, E-III
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/220/2024 Dated September 25, 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	00022	Mr. Temba Shankar Rao	Senior Multi Tasking Staff Gr.I	CRF	GATE Office
2	09036	Mr. R. Kurma Rao	Senior Multi Tasking Staff Gr.II	GATE Office	CWISS
3	09015	Mr. Purna Chandra Dolai	Senior Multi Tasking Staff Gr.II	CWISS	CRF

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.

संयुक्त 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. Chairman, GATE Office
5. Chairperson, CRF (Life Science Division)
6. Chairperson, CRF (Material Science Division)
7. Chairperson, CWISS
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



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/223/2024 Dated September 26, 2024**

In exigency of the Institute service the undersigned is to convey the approval of the competent authority that Mr. Avijit Kisku (EC: 24039), Junior Assistant shall perform the duties and responsibilities of the Rekhi Centre of Excellence for the Science of Happiness in addition to his normal duties in the Horticulture Section.

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

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

To  
Mr. Avijit Kisku (EC-24039)  
Junior Assistant  
Horticulture Section

**Through :** Proper channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Head, Rekhi Centre of Excellence for the Science of Happiness
5. Superintending Engineer (C)
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/224/2024 Dated September 26, 2024**

The undersigned is to convey that the competent authority has approved transfer of Mr. Chandra Nath Sadhukhan, EC-17131, Junior Technician/Junior Laboratory Assistant from Estate (E & M) to Sanitary 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.

संयुक्त कुलसचिव (स्था.:-III)/  
Joint Registrar (E-III)

To  
Mr. Chandra Nath Sadhukhan  
EC - 17131  
Junior Technician/Junior Laboratory Assistant  
Estate (E & M)

**Through :** Proper channel

Copy to :

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



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/236/2024 Dated October 21, 2024**

In exigency of the Institute service the undersigned is to convey the approval of the competent authority that Mr. Srijib Das (EC: 17132), Junior Technician/Junior Laboratory Assistant, School of Nano Science & Technology shall perform the duties of the Centre of Excellence in Affordable Healthcare in addition to his normal duties in the School of Nano Science & Technology.

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

संयुक्त कुलसचिव (स्था.ना.॥७)  
Joint Registrar (E-III)

To

Mr. Srijib Das (EC-17132)  
Junior Technician/Junior Laboratory Assistant  
School of Nano Science & Technology

**Through :** Head, School of Nano Science & Technology

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Head, School of Nano Science & Technology
5. Chairperson, Centre of Excellence in Affordable Healthcare
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
9. Secretary to Director
10. Secretary, Deputy Director's Office
11. Secretary, Registrar's Office
12. Office Order File



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/243/2024 Dated November 05, 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	01024	Mr. Sundi Rabi	Senior Multi Tasking Staff Gr.I	Establishment (E-II)	B. C. Roy Technology Hospital
2	17092	Ms. K. Sakuntala	Multi Tasking Staff Gr.II	B. C. Roy Technology Hospital	Establishment (E-II)

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.

संयुक्त 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. Head, BCRTH
5. Joint Registrar, E-II
6. Joint Registrar, F & A
7. Deputy Registrar, Accounts
8. Assistant Registrar, E-II
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/254/2024 Dated November 08, 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	06043	Mr. Yamuna Prasad	Junior Executive	JEE Office	Academic Section
2	20018	Mr. Gautam Kumar	Junior Executive	Academic Section	JEE 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.

संयुक्त 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. Chairman, JEE
5. Joint Registrar, Academic
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
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/257/2024 Dated November 12, 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	17059	Ms. Rupa Santra	Junior Executive	Academic Section	Establishment (E-I)
2	24080	Mr. Shibsankar Sahoo	Junior Assistant	Rubber Technology Centre	Academic Section
3	16077	Ms. Suchismita Das	Junior Assistant	School of Medical Science & Technology	Rubber Technology Centre

Ms. Rupa Santra will also assist additionally in the Academic Section related to the activities of Institute Convocation 2024.

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.

संयुक्त 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. Head, School of Medical Science & Technology
5. Head, Rubber Technology Centre
6. Joint Registrar, Academic
7. Joint Registrar, E-II
8. Joint Registrar, F & A
9. Deputy Registrar, Accounts
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/260/2024 Dated November 21, 2024**

In exigency of the Institute service the undersigned is to convey the approval of the competent authority that Ms. Sudipta Das (EC: 23042), Junior Assistant, CE&T shall be attached to Internal Complaints Committee (ICC) to provide secretarial assistance to the Internal Complaints Committee (ICC) in addition to her normal duties in the Continuing Education & Technology.

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

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

To  
Ms. Sudipta Das (EC-23042)  
Junior Assistant  
Continuing Education & Technology

**Through :** Associate Dean, Continuing Education & Technology

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Associate Dean, Continuing Education & Technology
5. Presiding Officer, ICC
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
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/262/2024 Dated November 22, 2024**

**Ref.: (i) Office Order No. R/257/2024 Dated November 12, 2024  
(ii) Office Order No. R/254/2024 Dated November 08, 2024**

Further to the Office orders cited above, the undersigned is directed to convey that in exigency of the Institute service following arrangements have been made in respect of the following staff members with immediate effect.

1. Ms. Rupa Santra (EC: 17059), Junior Executive will continue working in Academic Section and move to the new place of posting once Convocation-2024 is over.
2. Mr. Gautam Kumar (EC: 20018), Junior Executive, JEE Office shall perform the duties of Academic Section in addition to JEE Office till Convocation-2024.

संयुक्त 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. Chairman, JEE Office
5. Joint Registrar, Academic
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
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/264/2024 Dated December 09, 2024**

**Ref.: Office Order No. R/257/2024 Dated November 12, 2024**

Further to the Office order cited above, the undersigned is directed to convey that Mr. Shibsankar Sahoo (EC: 24080), Junior Assistant will continue working in Rubber Technology Centre and move to the new place of posting once Convocation-2024 is over.

Mr. Sahoo is requested to move to new place of posting with immediate effect after Convocation-2024 and send his joining report through proper channel to the undersigned for further action.

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

To  
Mr. Shibsankar Sahoo  
EC-24080  
Junior Assisnat, RTC

**Through :** Chairperson, Rubber Technology Centre

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Chairperson, Rubber Technology Centre
5. Joint Registrar, Academic
6. Joint Registrar, E-II
7. Joint Registrar, F & A
8. Deputy Registrar, Accounts
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/003/2025 Dated January 16, 2025**

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

#	Name	EC No.	Designation	Existing place of posting	New place of posting
1	Shri V V Pramod	99118	Sr Executive Officer Grade-II	Director's Office	E-I & E-III (CDN & Despatch) as additional responsibility
2	Shri Prabina Kumar Pradhan	24106	Administrative Officer	Registrar's Office	E-II & Outsourced Manpower as additional responsibility
3	Shri Ranjit Kumar Thakur	24115	Administrative Officer	Dy. Director's Office	VGSoM & Dept. of Education as additional responsibility
4	Ms. Mithu Dey	24003	Administrative Officer	Recruitment Section, Estate Office (Addl.) & OM (Addl.)	RGSoIPL & Centre of Excellence in Public Policy, Law and Governance as additional responsibility
5	Ms. Jeneeta Joseph	24005	Administrative Officer	E-I & E-III (CDN & Despatch)	Academic Section

1. Mr. Lalit Singh (EC: 24131), Deputy Registrar shall perform the duties and responsibilities of Section-8 companies in addition to his normal duties in the Estate Office and in addition to his additional duties in SPMSH.
2. Mr. Umesh Chandra Mohakud (EC: 99115), Assistant Registrar shall perform the duties and responsibilities of Recruitment Section in addition to his normal duties in the Accounts Section.

All concerned officers 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.

This is issued with the approval of the Director.

  
कुलसचिव/Registrar

To  
Officer's concerned

**Through : Proper Channel**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Chairman, HAC

4. Head, Institute Information Cell
5. Dean, VGSOM
6. Dean, RGSO IPL
7. Head, Dept. of Education
8. Chairperson, Centre of Excellence in Public Policy, Law and Governance
9. Joint Registrar, Academic
10. Joint Registrar, E-II
11. Joint Registrar, E-III
12. Joint Registrar, F & A
13. Deputy Registrar, Accounts
14. Administrative Officer, E-I
15. Secretary to Director
16. Secretary, Deputy Director's Office
17. Secretary, Registrar's Office
18. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No.: R/004/2025 Dated January 16, 2025

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 with immediate effect.

#	EC No.	Name	Designation	From	To
1	18025	Shri Himansu Shekhar Behera	Executive	Vinod Gupta School of Management	Deans' Office
2	17070	Shri Rajesh Kumar	Senior Assistant	Deans' Office	Director's Office
3	16072	Smt. Paramita Dey	Junior Assistant	Director's Office	SRIC
4	20019	Shri Anindya Sundar Pal Choudhury	Junior Executive	SRIC	Establishment (E-II)
5	99100	Shri Swapan Kumar Santra	Senior Assistant	Establishment (E-II)	Dept. of Chemical Engg.
6	17150	Shri Shyamal Das	Senior Executive	Dept. of Chemical Engg.	Accounts Section
7	17071	Shri Dewendra Prasad	Senior Assistant	SRIC	Technology Students' Gymkhana
8	06018	Shri Suman Sarkar	Junior Executive	Technology Students' Gymkhana	SRIC
9	24080	Shri Shibsankar Sahoo	Junior Assistant	Academic Section	Dept. of Computer Science & Engg.
10	T0665	Ms. Poulami Mondal	Digital & Creative Media Executive (Creative Writer)	Director's Office	PRO 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.

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

To  
Persons concerned

**Through :** Proper channel

Copy to :

1. Dean, HR
2. Chairman, ERP

Contd...P/2

3. Head, Institute Information Cell
4. Dean, FoEA
5. Dean, R&D
6. Dean, VGSOM
7. Head, Dept. of Chemical Engg.
8. Head, Dept. of Computer Science & Engg.
9. President, TSG
10. Public Relations Officer
11. Joint Registrar, Academic
12. Joint Registrar, E-II
13. Joint Registrar, F & A
14. Deputy Registrar, Accounts
15. Secretary to Director
16. Secretary, Deputy Director's Office
17. Secretary, Registrar's Office
18. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/006/2025 Dated January 30, 2025**

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

1. Shri Pratap Chandra Das (EC:00068), Joint Registrar is posted in the Academic Section.

2. Shri Sumit Kumar Biswas (EC: 99114), Joint Registrar is posted in the Establishment (E-II) Section in addition to his current responsibilities of Ranking. Additionally he will also look after the duties of Establishment E-III (Recruitment & Meeting) Section.

Concerned Officers are requested to move to the respective 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. Dean, HR
2. Dean, OR
3. Dean, AA
4. Dean, IR
5. Joint Registrar, Academic
6. Joint Registrar, E-II
7. Joint Registrar, E-III
8. Joint Registrar, F&A
9. Deputy Registrar, Academic
10. SEO (E-I & E-III)
11. Assistant Registrar, E-II
12. PIO, IIT Kharagpur
13. Deputy Registrar, Accounts
14. Secretary to Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office
17. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/007/2025 Dated January 31, 2025**

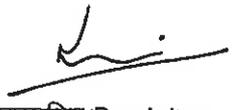
The undersigned is to convey that in exigency of the Institute services following arrangements have been made with immediate effect.

#	Name	EC No.	Designation	Existing place of posting	New place of posting
1	Shri Nilamadhab Mishra	17007	Assistant Registrar	Academic Section	Hall Management Centre
2	Shri Anirban Biswas	19007	Senior Executive Officer Grade-I	Academy of Classical & Folk Arts	SRIC
2	Shri Ranjit Kumar Thakur	24115	Administrative Officer	Dy. Director's Office	Alumni Affairs

1. Shri Nilamadhab Mishra (EC: 17007), Assistant Registrar shall be assigned the duties and responsibilities of Technology Guest House in addition to his normal duties in HMC.
2. Shri Anirban Biswas (EC: 19007), Senior Executive Officer Grade-I shall be assigned the duties and responsibilities of Academy of Classical & Folk Arts in addition to his normal duties in SRIC.
3. Shri Ranjit Kumar Thakur (EC: 24115), Administrative Officer is posted in the Office of the Alumni Affairs in supersession to his earlier posting order vide no. R/003/2025 dated 16.01.2025. Shri Thakur shall move to his new place of posting immediately after 28.02.2025.

All concerned officers 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.

This is issued with the approval of the Director.

  
कुलसचिव/Registrar

To  
Officer's concerned

**Through : Proper Channel**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Dean, Alumni Affairs
5. Dean, R & D
6. Chairman, HMC
7. Prof.-in-charge, TGH
8. Prof.-in-charge, Academy of Classical & Folk Arts

Contd...P/2

1. Joint Registrar, Academic
2. Joint Registrar, E-II
3. Joint Registrar, E-III
4. Joint Registrar, F & A
5. Deputy Registrar, Accounts
6. Senior Executive Officer, E-I & E-III
7. Public Relations Officer
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/008/2025 Dated January 31, 2025**

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 with immediate effect:

#	EC No.	Name	Designation	From	To
1	89025	Smt. Anita Pal	Senior Executive Gr.I	Estate Office	Dept. of Civil Engg.
2	92028	Shri Sudip Majumder	Executive	Dept. of Civil Engg.	Estate Office
3	00071	Shri Ujjal Kumar Das	Senior Assistant	Academic Section	Dept. of Agricultural & Food Engg.
4	20008	Shri Rohit Roy	Junior Executive	Dept. of Agricultural & Food Engg.	Accounts Section
5	06014	Shri Soumya Golui	Junior Executive	Accounts Section	B. C. Roy Technology Hospital
6	89012	Shri Goutam Talukder	Senior Assistant	Bhubaneswar Extension Centre	Academic Section
7	23026	Shri Subhajit Paul	Junior Assistant	Dy. Director's Office	Alumni Affairs
8	23032	Shri Sanjeev Kumar Verma	Junior Assistant	Alumni Affairs	Deans' Office (Student Affairs)
9	17058	Smt. Sangeeta Samanta	Junior Assistant	Deans' Office (Student Affairs)	Establishment (E-II) Section
10	20011	Shri Dipankar Das	Junior Executive	Establishment (E-II) Section	Dy. Director's Office

Shri Susanta Kumar Prusty (EC: 20033), Junior Executive, Establishment (E-I) shall be assigned the duties and responsibilities of Bhubaneswar Extension Centre in addition to his normal duties in the Establishment (E-I) Section.

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.

  
कुलसचिव/ Registrar

To  
Persons concerned

**Through :** Proper channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Dean, Alumni Affairs
5. Dean, Student Affairs
6. Head, Civil Engg.
7. Head, AgFE
8. Chairman, HAC
9. Prof.-in-charge, Bhubaneswar Extension Centre

Contd...P/2

10. Head, BCRTH
11. Joint Registrar, Academic
12. Joint Registrar, E-II
13. Joint Registrar, E-III
14. Joint Registrar, F & A
15. Deputy Registrar, Accounts
16. Deputy Registrar, Estate Office
17. Senior Executive Officer, E-I & E-III
18. Public Relations Officer
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/015/2025 Dated February 27, 2025**

In exigency of the Institute services, the undersigned is directed to convey that Shri Purna Chandra Sethi (EC: 06036), Administrative Officer shall also supervise the administrative activities of the Office of the Deputy Director in addition to his normal duties in Office of the Director until further order.

2. Shri Ranjit Kumar Thakur (EC: 24115), Administrative Officer, Office of the Deputy Director shall comply with the office order vide no. R/007/2025 dated January 31, 2025.

Both are requested to move/report to the new place of posting with immediate effect after 28<sup>th</sup> February, 2025 and send their respective joining report through proper channel to the undersigned for further action.

This is issued with the approval of the Director.

  
कुलसचिव / Registrar

To

1. Shri Purna Chandra Sethi (EC: 06036), Administrative Officer
2. Shri Ranjit Kumar Thakur (EC: 24115), Administrative Officer

**Through :** Proper channel.

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Joint Registrar, E-III
5. Joint Registrar, E-II
6. Joint Registrar, F & A
7. Deputy Registrar, Accounts
8. Senior Executive Officer, E-I & E-III
9. Public Relations Officer
10. Secretary to Director
11. Secretary, Deputy Director's Office
12. Secretary, Registrar's Office
13. Office Order File

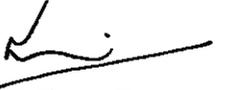


भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/017/2025 Dated March 18, 2025**

The undersigned is to convey that the competent authority has approved transfer of Shri Shibabroto Banerjee; EC-94009, Junior Technical Superintendent from Counselling Centre to Centre for Computational & Data Sciences (CCDS).

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.

  
कुलसचिव / Registrar

To  
Shri Shibabroto Banerjee  
EC-94009  
Junior Technical Superintendent  
Counselling Centre

**Through : Prof.-in-charge, Counselling Centre**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Prof.-in-charge, Counselling Centre
5. Head, Centre for Computational & Data Sciences (CCDS)
6. Joint Registrar, E-II
7. Joint Registrar, F&A
8. Deputy Registrar, Accounts
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/018/2025 Dated March 18, 2025**

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 with immediate effect.

#	Name & EC No.	Designation	From	To
1	Shri Manish Kumar (EC:) 24033)	Junior Technician	Cryogenic Engg. Centre	Dept. of Electrical Engg.
2	Shri Subrata Dalapati (EC: 22060)	Junior Technician	Dept. of Electrical Engg.	Cryogenic Engg. Centre
3	Shri Avishek Roy (EC: 22055)	Junior Technician	Dept. of Artificial Intelligence	School of Nano Science and Technology
4	Shri Srijib Das (EC: 17132)	Junior Technician	School of Nano Science and Technology	Dept. of Artificial Intelligence
5	Shri Tanmoy Gorai (EC: 22064)	Junior Technician	Dept. of Industrial & Systems Engg.	Dept. of Aerospace Engg.
6	Shri Satyajit Pradhan (EC: 17126)	Junior Technician	Dept. of Aerospace Engg.	Dept. of Industrial & Systems Engg.
7	Shri Anindya Mondal (EC: 23006)	Junior Technician	Dr. B C Roy Multi Speciality Medical Research Centre	Dept. of Chemistry

1. Shri Srijib Das (EC: 17132), Junior Technician shall be assigned the duties and responsibilities of Centre of Excellence in Affordable Healthcare in addition to his normal duties in Department of Artificial Intelligence.
2. Shri Anindya Mondal (EC: 23006), Junior Technician shall be assigned the duties and responsibilities of Dr. B C Roy Multi Speciality Medical Research Centre in addition to his normal duties in Department of Chemistry.

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.

  
कुलसचिव / Registrar

To  
Persons concerned

**Through :** Proper channel

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Heads of the Departments/Schools/Centres
5. Dean, BCRMSMRC
6. Chairperson, Affordable Healthcare

Contd...P/2

7. Joint Registrar, E-II
8. Joint Registrar, F & A
9. Deputy Registrar, Accounts
10. Senior Executive Officer, E-I & E-III
11. Public Relations Officer
12. Secretary to Director
13. Secretary, Deputy Director's Office
14. Secretary, Registrar's Office
15. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/019/2025 Dated March 18, 2025**

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 with immediate effect.

#	Name & EC No.	Designation	From	To
1	Shri Pritam Ash (EC: 23028)	Junior Assistant	Centre of Excellence on Safety Engineering & Analytics (CoE-SEA)	Counselling Centre
2	Shri Wasim Akram (EC: 24074)	Junior Assistant	Centre for Teaching Learning and Virtual Skilling (CTLVS)	Security Section
3	Shri Pankaj Kumar (EC: 23040)	Junior Assistant	IIT Kharagpur AI4ICPS I Hub Foundation	Academic Section
4	Shri Navin Kumar Sharma (EC: 24087)	Junior Executive	Recruitment Section	Stores & Purchase Section
5	Shri Gourab Nandy (EC: 17164)	Senior Executive	Recruitment Section	Establishment (E-II) Section
6	Smt. Amrita Maiti (EC: 17060)	Senior Assistant	Dept. of Agricultural and Food Engineering	Establishment (E-I) Section
7	Shri Susanta Kumar Prusty (EC: 20033)	Junior Executive	Establishment (E-I) Section	Stores & Purchase Section
8	Shri Bimal Chandra Murmu (EC: 06039)	Junior Executive	Establishment (CDN) Section	Recruitment Section
9	Shri Sumanta Bhattacharya (EC: 99117)	Senior Accounts Officer	Hall Management Centre	Vinod Gupta School of Management

1. Shri Pritam Ash (EC: 23028), Junior Assistant shall also be assigned the duties and responsibilities of Department of Mathematics in addition to his normal duties in Counselling Centre.
2. Shri Furquanul Haque (EC: 20014), Junior Executive shall be assigned the duties and responsibilities of the Centre of Excellence on Safety Engineering & Analytics (CoE-SEA) in addition to his normal duties in the Department of Industrial and Systems Engineering.
3. Shri Debraj Biswas (EC: 23053), Junior Assistant shall also be assigned the duties and responsibilities of the Centre for Teaching Learning and Virtual Skilling (CTLVS) in addition to his normal duties in the Centre of Excellence in Affordable Healthcare.
4. Shri Subhajit Paul (EC: 23026), Junior Assistant shall also be assigned the duties and responsibilities of IIT Kharagpur AI4ICPS I Hub Foundation in addition to his normal duties in Alumni Affairs.
5. Shri Dipak Karmakar (EC: 24031), Junior Assistant shall also be assigned the duties and responsibilities of the Section-8 companies of the Institute in addition to his normal duties in Public Information Office.

Concerned employees are requested to move/report 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

Contd...P/2

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Dean, VGSOM
5. Chairman, HMC
6. Head, AgFE
7. Head, I&SE
8. Prof.-in-charge, Counselling Centre
9. Chairman, CoE-SEA
10. Chairman, CTLVS
11. Head, Mathematics
12. Chairperson, CoE-Affordable Healthcare
13. Project Director, IITKGP AI4ICPS I Hub Foundation
14. Joint Registrar, E-II
15. Joint Registrar, Academic
16. Senior Executive Officer, E-I & E-III
17. Deputy Registrar, Stores & Purchase
18. Deputy Registrar, Estate
19. Senior Secutiry Officer
20. Joint Registrar, F & A
21. Deputy Registrar, Accounts
22. Public Relations Officer
23. Secretary to Director
24. Secretary, Deputy Director's Office
25. Secretary, Registrar's Office
26. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/025/2025 Dated April 11, 2025**

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

#	Name	EC No.	Designation	Existing place of posting	New place of posting
1	Shri Rajib Das	99109	Assistant Registrar	Alumni Affairs	Continuing Education & Technology
2	Dr. Susanta Kumar Panda	17176	Senior Sports Officer	Technology Students' Gymkhana	Office of the Dean (Students' Affairs)
3	Shri Maneesh Jain	18049	Senior Law Officer Grade-II	Legal Cell	SRIC
4	Smt. Shruti Singh Parihar	16066	Executive Officer	Alumni Affairs & International Relations	IIT Khharagpur Research Park Foundation
5	Shri Soumavo Das	17009	Executive Officer	Continuing Education & Technology	Career Development Centre
6	Shri Sourav Sarkar	18057	Senior Executive Officer Grade-I	Career Development Centre	Recruitment Section

1. Shri Rajib Das (EC-99109), Assistant Registrar shall also perform the additional duties and responsibilities of IoE, Ranking & AISHE. He will report to Dean (Outreach) through Associate Dean (CE&T) for CE&T related activities and through Professor-in-Charge (Ranking-QS & IoE) and Co-Professor-in-Charge (Ranking & IoE) for IoE, Ranking & AISHE related activities.
2. Dr. Susanta Kumar Panda (EC-17176), Senior Sports Officer shall also perform the additional duties and responsibilities of Rekhi Centre of Excellence for the Science of Happiness under the direction of Dean (SA).
3. Shri Umesh Chandra Mohakud (EC-99115), Assistant Registrar is being relieved from the additional duties of Recruitment Section.

All concerned officers are requested to move/report to the new place of posting with immediate effect and send their joining reports through proper channel to the Recruitment Section for further action.

This is issued with the approval of the Director.

  
कुलसचिव/Registrar

To  
The Officers concerned

**Through : Proper Channel**

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell

4. Dean, Alumni Affairs
5. Dean, Internation Relations
6. Dean, Students' Affairs
7. Dean, Outreach
8. Dean, R&D
9. Associate Dean, CE&T
10. Chairman, CDC
11. Prof.-in-charge, IIT Kharagpur Research Park Foundation
12. President, Gymkhana
13. Professor-in-Charge, Ranking(QS) & IoE
14. Co-Professor-in-Charge, Ranking & IoE
15. Chief Vigilance Officer
16. Joint Registrar, Academic
17. Joint Registrar, E-II
18. Joint Registrar, E-III
19. Joint Registrar, F & A
20. Deputy Registrar, Accounts
21. Deputy Registrar, Stores & Purchase
22. Senior Executive Officer, E-I & E-III
23. Public Relations Officer
24. Secretary to Director
25. Secretary, Deputy Director's Office
26. Secretary, Registrar's Office
27. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Office Order No.: R/026/2025 Dated April 15, 2025**

In exigency of the Institute services, the undersigned is to convey that Mr. Subhajit Paul (EC: 23026), Junior Assistant shall also perform duties & responsibilities of the Office of the Dean (International Relations) as and when required, in addition to his duties & responsibilities in Office of the Dean (Alumni Affairs) and IIT Kharagpur AI4ICPS I Hub Foundation as already conveyed to him vide O.O. No. R/08/2025 dt. 31.01.2025 and O.O. No. R/019/2025 dt. 18.03.2025 respectively.

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

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

To  
Mr. Subhajit Paul (EC-23026)  
Junior Assistant

**Through :** Dean, Alumni Affairs

Copy to :

1. Dean, HR
2. Chairman, ERP
3. Head, Institute Information Cell
4. Dean, Alumni Affairs
5. Dean, International Relations
6. Project Director, IITKGP AI4ICPS I Hub Foundation
7. Joint Registrar, E-II
8. Joint Registrar, F & A
9. Deputy Registrar, Accounts
10. Secretary to Director
11. Secretary, Deputy Director's Office
12. Secretary, Registrar's Office
13. Office Order File