



**NATIONAL INSTITUTE OF IMMUNOLOGY
NEW DELHI**

No. Admn/(P)/2.2.0/1192

20 July, 2021

OFFICE ORDER

The following Administrative employees are being posted in the various departments. You all are required to be effective at your new position on 26.07.2021. Before joining, the procedure of handing taking over need to be carried out in this week itself. All the important files, ATR of GB & FC, outstanding Audit paras and any other relevant matter pertaining to the department to be communicated to the new incumbent :-

S.No	Name of the employee	Presently posted	New place of posting
i.	Sh. Pradeep Chawla, Administrative Officer	Admin-III Department (abolished)	Finance & Accounts Department as (F&AO), will also be responsible for FC meetings
ii.	Sh. Padam Singh Rawat, Finance & Account Officer	Finance & Accounts Department	Store Purchase Officer
iii.	Sh. Rakesh Satija, Section Officer	Store-I	Finance & Accounts Department (project work)
iv.	Sh. Mahender Pal Singh, Section Officer	Store-I	Admin-I
v.	Sh. Aslam Ali, Section Officer	Store-II	Finance & Accounts Department
vi.	Sh. Devdutt Sharma, Account Officer	Director Secretariat	Store Department
vii.	Sh. Dharam Bir, Management Assistant	Admin-II	Store Department
viii.	Sh. Mohan Singh Negi, Management Assistant	Half day in Finance & Accounts Department and in Instrument Workshop each	Full day in Instrument Workshop
ix.	Sh. Virender Singh Kandoria, Management Assistant	Store-I	Admin-II
x.	Sh. Naveen Negi, Skilled Work Assistant	Finance & Accounts Department	Cashier in Finance & Accounts Department
xi.	Sh. Gaurav Kumar Ravi, SWA	Instrument Workshop	Computer Centre

2. Smt. Anju Sarkar, Manager (A&E) will now onwards perform the following work:-
 - i. Institutional Policies related matters (Scientific & Administrative both)
 - ii. Governing Body / Society meetings
 - iii. RR Rules/ By- Laws/ MOU/ MOA
 - iv. Compendium (Scientific & Admin both), Cabinet Note & Other matters whenever required in the Institute as advised by Director & SM
 - v. Hindi Cell- Ms. Nisha will report to Manager (A&E)
 - vi. APAR Cell and FR 56(j)
Supporting Staff – Sh. Siddharth Sharma, MA Sh. Sant Lal, MA Ms. Usha, SWA Sh. Mohan Lal will assist in dak distribution with Manager (A&E) and Admin-I both.
3. Both Section Officers from Admn-I will equally distribute their work among themselves and directly report to Senior Manager
4. Security will be assisted by Sh. Amar Nath (AE) in coordination with Admn-I.
5. POE/Distinguished Scientist/visiting faculty /Adjunct faculty matters will be dealt by Admin-II.
6. The Dwarka land work and holding of Building Committee erstwhile with Sh. Pradeep Chawla, Administrative Officer will now be looked after by the Sh. Mukesh Chander Arora, STO.
7. AO (Madan Mohan) will look after the legal matters and Sh. Ranjiv Mahajan, Technical Officer-II (Library) will assist him.

This issue with the approval of the Competent Authority


(Dr. Deepak Kumar Vashist)
Senior Manager

Distribution:-

1. Smt. Anju Sarkar, Manager (A&E)
2. Sh. Pradeep Chawla, Finance & Accounts Officer
3. Sh. Padam Singh Rawat, Store Purchase Officer
4. Sh. Mukesh Chander, Senior Technical Officer
5. Sh. Rakesh Satija, Section Officer
6. Smt. Daisy Sapra, Section Officer
7. Sh. Mahender Pal Singh, Section Officer
8. Sh. Aslam Ali, Section Officer
9. Sh. Devdutt Sharma, Account Officer
10. Sh. Amar Nath , Assistant Engineer
11. Sh. Ranjiv Mahajan, Technical Officer-II
12. Sh. Dharam Bir, Management Assistant
13. Sh. Mohan Singh Negi, Management Assistant
14. Sh. Virender Singh Kandoria, Management Assistant
15. Smt. Nisha, Junior Hindi Translator

16. Sh. Naveen Negi, Skilled Work Assistant
17. Sh. Gauarv Kumar Ravi, Skilled Work Assistant

Copy to:

1. Director Secretariat
2. Vigilance Cell
3. Sh. Raj Kamal Singh, Executive Engineer
4. Smt. Chandresh Bhagtani, Administrative Officer
5. Sh. Harendra Singh, Executive Engineer
6. Computer Centre
7. Personal File of all concerned staff
8. Notice Board's