



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR-16 C, DWARKA, NEW DELHI-110075**

No.F.1(6)(36)/2012/Pers.-II

Dated the June, 2012

**ORDER**

**Subject: Bifurcation of Non-teaching staff between GGSIP University and IGIT.**

The Competent Authority is pleased to order the following decision with regard to bifurcation of non-teaching staff between the Guru Gobind Singh Indraprastha University and Indira Gandhi Institute of Technology:

1. 28 staff members, who were working in the IGIT before merger and also initially posted at IGIT, still working at IGIT shall remain with IGIT (as per the list given at point 05 of the Annexure attached).
2. 06 staff members of IGIT were posted at University and 06 staff members of University were posted at IGIT. The status quo should be maintained in this case, hence, the 06 staff members working at IGIT are permanently transferred to IGIT as per list given at point 4 of the Annexure.
3. 08 staff members, who were posted subsequently at IGIT on need basis to manage the various administrative activities like Girls Hostel, Dispensary, Accounts etc., are permanently transferred to IGIT as per list given at point 6 of the Annexure attached.
4. The following 03 staff members, who were deputed by General Administration Branch of GGSIPU for smooth functioning of General Administration, IGIT, i.e., Messenger-cum-driver (1), MTS (1) and Peon-cum-Grander (2). are permanently transferred to IGIT (at point 7 of the Annexure attached) :
  1. Shri Raj Kumar, Driver-cum-MC Messenger
  2. Shri Satyapal Chaudhary, MTS
  3. Shri Roshan Lal, Peon-cum-Gardner (on short term contract)
  4. Shri Ram Kumar, Peon-cum-Gardner (on short term contract)
5. Personnel file of 01 Finance Officer, 02 Assistant and 01 JE (Civil), newly appointed for IGIT has also been transferred to IGIT.
6. One Peon-cum-Grander named Shri Lalan Kumar is transferred/ posted to GGSIP University (at Sr.4 in point 7 of the Annexure attached).
7. On appointment of one EPABX Operator at IGIT, present EPABX Operator, named Shri Nand Kishore, shall be transferred to the GGSIP University.
8. The 02 outsourced staff members shall continue to work at IGIT (at Point 8 of the Annexure attached).
9. All personal related matters except grant of Child Care Leave/Study Leave/Extra Ordinary Leave (EOL) and appointment of faculty/ non-teaching staff shall be handled by Principal, IGIT.
10. The personal file and service book of the concerned non-teaching staff shall be sent to the Principal, IGIT by following procedures of transfer of records.

(R.P. Kansal)

Incharge (Pers.)

Dated the 19 June, 2012

No. F.1(6)(36)/2012/Pers.-II / 3690

Copy forwarded to the following for information & necessary action:

1. All Deans/ HODs, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. Principal, IGIT, Kashmere Gate, Delhi
5. OSD to the Vice Chancellor, GGS Indraprastha University.
6. All Jt. Registrar/Dy. Registrars/ Ex. Engg./Finance Officers/ Addl. Dy. Registrar /Assistant Registrars, GGS Indraprastha University.
7. Incharge (Server Room) with the request to upload the order on the University's website.
8. Officer/Official concerned.
9. Personal file of the Officer/Official concerned.
10. P.S. to the Registrar, GGS Indraprastha University.
11. Guard file.

(Kapil Kr. Sharma)  
 Section Officer (Pers.-II)



# **Detail of non-teaching Staff (including technical staff) posted at IGIT**

|    |  |    |  |
|----|--|----|--|
| 1  | Number of Non-Teaching Staff working at IGIT (including Contract) Before merging         | 39 |  |
| 2  | Number of Non-Teaching Staff, who had left the IGIT                                      | 5  | <ol style="list-style-type: none"> <li>1. Ms. Raj Chauhan, SR. AO</li> <li>2. Mrs. Geeta Mahajan, SO appointed as AR</li> <li>3. Sh. Sandeep Sharma LDC (on Contract) appointed as LA-II</li> <li>4. Late Ms. Tanu Gupta (on contract)</li> <li>5. Dr. S. P. Seth, Advisor</li> </ol>  |
| 3. | Number of Non-Teaching Staff transfer from IGIT to University                            | 6  | <ol style="list-style-type: none"> <li>1. Sh. Sharad Kr. Jain, TA transferred to USAP.</li> <li>2. Ms. Kavita Monga, Jr. DEO transferred to Acad. Branch.</li> <li>3. Sh. Bhoj Prakash, Attendant (on Contract) transferred to Acad. Branch.</li> <li>4. Sh. Gajendra Singh, Attendant (on contract) transferred to UIRC.</li> <li>5. Ms. Neetu Chaudhary, TA transferred to USE</li> <li>6. Sh. Chetan Anand, LA -1 transferred to USBAS</li> </ol>   |
| 4  | Number of Non-Teaching Staff transfer from University to IGIT                            | 6  | <ol style="list-style-type: none"> <li>1. Sh. Sachin Kumar, Sr. TA</li> <li>2. Ms. Seema Sehgal, Assistant</li> <li>3. Sh. Sumit Kumar, LA-1</li> <li>4. Ms. Pooja Pahuja, Jr. Asstt.</li> <li>5. Sh. Sushil Kumar, Jr. Asstt.</li> <li>6. Sh. Ram Jatan Maurya, MTS</li> </ol>  |
| 5. | Number of Non Teaching Staff presently working at IGIT before merging to till date       | 28 | <ol style="list-style-type: none"> <li>1. Shri Vijay Kumar, Asstt. Registrar</li> <li>2. Shri Rabishankar Giri, Prof. Lib. Asstt.</li> <li>3. Mrs. Manpreet Kaur, Sr. Stenographer</li> <li>4. Sh. K. Balachander, Technical Assistant</li> <li>5. Ms. Aarti Gambhir, Technical Assistant</li> <li>6. Sh. Vishal Bhatnagar, Technical Assistant</li> <li>7. Sh. Umesh Chand Gupta, Technical Assistant</li> <li>8. Sh. Rajeev Gaur, Technical Assistant</li> <li>9. Sh. Gopal Singh, Technical Assistant</li> <li>10. Sh. Vinay Kumar, Technical Assistant</li> <li>11. Sh. Sunil Kumar, Technical Assistant</li> <li>12. Sh. Madhur Gupta, Lab. Asstt. Gr.-1</li> <li>13. Sh. Kamalkant Agarwal, Lab. Asstt. Gr. -I</li> <li>14. Sh. Paramveer Singh Sethi, Lab. Asstt. Gr. -I</li> <li>15. Sh. Saurabh Malhotra, Lab. Asstt. Gr. -I</li> <li>16. Sh. Balwan Singh, Lab. Asstt. Gr. -I</li> <li>17. Mrs. Madhu Bala, Jr. Assistant (on contract)</li> <li>18. Sh. Pradeep Singh, Lab. Asstt. Gr.-II</li> <li>19. Sh. Raj Kishore Yadav, Lab. Asstt. Gr.-II</li> <li>20. Ms. Sunila Sethi, Lab. Asstt. Gr.-II</li> <li>21. Ms. Neeta Sharma, Lab. Asstt. Gr.-II</li> <li>22. Sh. Dronacharya, Lab. Asstt. Gr.-II</li> <li>23. Sh. Muninder Singh, Lab. Asstt. Gr.-II</li> <li>24. Sh. Shiv Kumar, Lab. Asstt. Gr.-II</li> <li>25. Sh. Naveen Sahu</li> <li>26. Sh. Pritam Singh</li> <li>27. Sh. Ram Kumar, Peon-cum-Gardner (on contract)</li> <li>28. Sh. Brijesh Kumar Yadav</li> </ol> |
| 6. | Number of Non Teaching Staff, who were posted after merging of IGIT                      | 8  | <ol style="list-style-type: none"> <li>1. Sh. Ramesh Chander, Consultant (appointed by IGIT)</li> <li>2. Ms. S. Sarika, Warden Girls Hostel</li> <li>3. Mrs. Kamlakshi Bhatnagar, Jr. Assistant (on Contract), Girls Hostel</li> <li>4. Ms. Sunila Bagchi, Nurse (on Contract) Dispensary (K Gate)</li> <li>5. Ms. Asha Rani, JAO (on deputation)</li> <li>6. Sh. Basant, MTS</li> <li>7. Ms. Hem Lata Sharma, MTS</li> <li>8. Sh. Rajesh Kumar Sharma, Attendant (on contract)</li> </ol>   |
| 7. | Number of Non Teaching Staff, who were posted at IGIT by GA Branch in diverted capacity. | 5  | <ol style="list-style-type: none"> <li>1. Sh. Nand Kishore, EPABX Operator</li> <li>2. Sh. Raj Kumar, Driver-cum-MC Messenger</li> <li>3. Sh. Satyapal Chaudhary, MTS</li> <li>4. Sh. Lalan Kumar, Peon-cum-Gardner</li> <li>5. Sh. Roshan Lal, Peon-cum Gardner</li> </ol>  |
| 8. | Outsourcing Staff  | 2  | <ol style="list-style-type: none"> <li>1. Ms. Laxmi Yadav, Jr. Assistant</li> <li>2. Sh. Ashwani Kr., MTS</li> </ol>   |

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