21.05.2020

Office Order No. Admin/ 388 /2020

1. With the approval of the Competent Authority, the following transfers/postings are ordered:

S.No	Name	Designation	From (Division)	To (Division)
			Group A	
1	Mr. B K Garg	Sr. Manager	E-II	IT Services
2	Mr. S A Azmi	Sr. Manager	EMD	E-II & E-III (Admin)
3	Mr. S P Panda	Sr. Manager	Stores (Admin)	BDD
4	Ms. Meenu Kapoor	Sr. Manager	FS-I	EMD
5	Mr. R P Pareek	Sr. Manager	BDD	FS-I
6	Mr. Krishan Kumar	Sr. Manager	FS-I	FS-II
7	Mr. D Selvam	Sr. Manager	Regional Office Chennai	FS-II (ITPO HQs)
8	Mr Azam Khan	Manager	E-II	E-III
9	Mr. Pankaj	Manager	CS	Stores (Admin)
10	Ms. Shashi Gupta	Manager	TIRP/Library	Hindi Section (Admin)
11	Mr. Asif Siraj	Manager	Vigilance	E-I (Policy and HR)
12	Mr. Abhishek Chauhan	Manager	IT Services	F&B
13	Ms. Anita Bidani	Manager	FS-II	TIRP
14	Ms. Durgesh Nandini Batra	Manager	Security	FS-II
15	Ms. Rashmi Panwar	Manager	F & B	FS-II
16	Ms. Nazneen Begum	Manager	E-I (Policy) & E-III	Vigilance
17	Ms. Bimla Pandey	Dy. Manager	FS-I	E-II
18	Mr. S. Sunderraman	Dy. Manager	E-II	TIRP
19	Mr. Bijender Kumar	Dy. Manager	Stores (Admin)	General Section
20	Mr. Ajay Ahuja	Dy. Manager	CPPR	CS Unit
21	Mr. Puneet Kumar	Dy. Manager	PIC/RTI	Printing Unit
22	Mr. Manish Yadav	Dy. Manager	BDD	IT Services
23	Ms. Neelam Wadhawan	Dy. Manager	FS-II	FS-I

		Group B		
24	Mr. Rambir	Asst. Manager (GC)	General Section	Stores (Admin)
25	Mr. Prabir Kumar Basak	Asst. Manager (Secretarial)	E-III	E-I
26	Mr. Rakesh Kumar Verma	Asst. Manager (Secretarial)	Engineering	FS-II
27	Ms. Vimlesh Kumari	Asst. Manager (Secretarial)	D & D	Architecture Division
28	Mr. S N Nair	PA	Regional Office Mumbai	IT Services (at ITPO HQs as dealing hand)
		Group C		
29	Ms. Neeru Mahendru	Sr. Assistant	IT Services	Reception (Admin)
30	Ms. Praveen Brar	Sr. Assistant	BDD	E-II
31	Mr. S D Khandare	Sr. Assistant	Regional Office Mumbai	Stores (Admin) (at ITPO HQs)
32	Ms. Anita Rawat	Sr. Assistant	ACR Unit	IT Services
33	Mr. Sapneshwar Behera	Sr. Steno	Finance Division/ SM(MP)	Printing Unit
34	Mr. Rakesh Kumar	Sr. Steno	GM(AV) Secretariat	Admin/E-I (w.e.f. 01.07.2020)
35	Mr. Tarachand Verma	Sr. Steno	Engineering	FS-II (as Dealing Hand)
36	Anil Kumar Jha	Sr. Steno	On Deputation	BDD (on return from deputation)
37	Ms. Annie Mathew	Assistant	Regional Office Mumbai	E-I (at ITPO HQs)
38	Mr. D D Sharma	Assistant	E-II	E-III
39	Mr. Ramesh Khatri	Assistant	E-III	E-II
40	Mr. Ramesh Chand	Assistant	E-II	ACR Unit
41	Mr. Rakesh Sharma	Assistant	BDD	CS Unit
42	Mr. Dharamveer Gaur	Assistant	IT Services	CS Unit
43	Mr. Satish Kumar Sharma	Assistant	FS-II	IT services
44	Mr. Dharambir	Assistant	GM(AV) Secretariat	Admin/E-I (w.e.f 01.07.2020)

	Group D			
45	Mr. Manoj Kumar Sharma	Attendant	FS-II	E-I
46	Ms. Saira Khatoon	Beldar	E-II	PIC/RTI Cell
47	Mr. Krishan Kumar S/O Ram Swaroop	Beldar	Design& Display Division	Architecture Division

2. The above Officers/Officials are directed to report to their new place of positing immediately.

3. The officials transferred from Regional Offices to HQs would be entitled for admissible joining time/TA, etc. as per extant Rules.

4. For handing/taking over of charge, one month time is provided. The handing/taking over report should be signed by both officials and counter signed by their respective HoDs. Any dispute during handing/taking over between officers must be resolved at HoDs level in time bound manner.

5. All HoDs are advised to submit handing/taking over charge report and Allocation of Duties with chain of reporting of all officials in their respective divisions to Administration latest by 01.07.2020.

This issues with the approval of CMD, ITPO.

(Col. Pushpam Kumar, SM)
OSD (Admin)

To: All concerned.

Copy to:

1. PS to CMD
2. PS to ED
3. All HoDs
4. Salary Section/Vigilance/E-I/E-II/E-III/ACR.
5. Computer Division – for uploading on ITPO Website
6. Officer Order Register/Notice Boards