

योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्त्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)



School of Planning and Architecture, Bhopal

(An institution of National Importance, Ministry of Education, Govt. of India)

सं.सं.यो.वा.वि.भो./कु.स.का./का.आ./2023/221
Ref. No.SPAB/RGO/O.O./2023/221

दिनांक: 08 अगस्त 2023
Date: 08th August, 2023

कार्यालय आदेश / OFFICE ORDER

In order to further strengthen the Academic functions and to improve the efficiency, the following work arrangements are implemented with immediate effect:-

Office	Staff	Name of the staff member (Dr./Smt./Mrs./Ms./Shri)	Reporting Officer Name of the staff member (Prof./Dr./Smt./Mrs./Ms./Shri)
Directorate	Director Office	Vaishali Hedao	Director
	Dispatch	--	
Registrar's Office	Registrar Office	Sista Srinivasa Rao	Registrar
	Dispatch	Shivam Sen	Sista Srinivasa Rao
Internal Auditor		Subhash Nema	Director through Registrar
*Finance & Accounts and Stores & Purchase	AR (Finance & Accounts, Stores & Purchase)	Manish V. Zokarkar	Registrar
Section Officer Praveen Jaiswal F&A and S&P			
Finance and Accounts and Stores and Purchase			
Prerana Jain		Taraknath Saha	
Nisha Nair		Jitendra Billore	
Kush Shrivastava		Ghanshyam Rai	
Sunil Jaiswal		Mahendra Singh Chouhan	
Vinod Malviya			
The Section in charge may allocate the work to individual staff, irrespective of the department F&A or S&P			
Administration	AR(Administration)	Deepali Bagchi	Registrar
Dhan Bahadur Poon		Naveen Bidare	
Dilip Rangare		Neha Tiwari	
Aliya Ali		Manisha	
Sujeet Bairagi			
Pratap Singh	Guest House		
In addition to the work assigned by the ARs, the above staff will attend/assist the Academic functionaries as following:-			



Name of Staff	Name of Functionary	Name of Staff (Dr./Smt./Mrs./Ms./ Shri)	Name of Functionary (Prof./Dr./Smt./Mrs./Ms./ Shri)
Nisha Nair	Dean (Academics)	Dhan Bahadur Poon	Dean (Academics)
Prerana Jain	Dean (FW)	Tarakanath Saha	Dean (FW)
Kush Shrivastava	Dean (SA)	Sujeet Bairagi	Dean (SA)
Dilip Rangare	Dean (P&D)	Jitendra Billore	Dean (P&D)
Sunil Jaiswal (Rajbhasha)	Dean (R&C)	Aliya Ali	Dean (R&C)
Ghanshyam Rai	Centre Heads	Neha Tiwari	Centre Heads
Naveen Bidare	Sr. Hostel Warden	Manisha	Sr. Hostel Warden
Admission/ Academics	AR (Academics)	Amit Khare	Dean (Academics)
Section Officer Anand Kishor Singh			
Vivekanad Singh		Swapnil Lowanshi	
Dhruv Singh Mewada		Bhoomesh Soniya	
Staff attached to Departments			
Pradeep Hedaoo	Respective HoDs		
Priyanka Kushwaha			
Shivshakti Viswakarma			
Swati Bilaiya/ Replacement			
Estate and Maintenance – Dean (P&D) & Prof Sanjeev Singh for New Academic Building			
Pawan Singh Rathore	ESO	Report to Professor Incharge-Estate	The staff will also support/assist Prof. Sanjeev Singh in matters related to New Academic Building
Maqsood Alam Ansari	AEPO	Report to Professor Incharge-Maintenance	
Yogendra Joshi	JE		
Chandra Shekhar Gupta	JE		
Ramendra Singh Sisodiya (on deputation)	Support staff for Estate and Maintenance		
Pushpendra Singh Sujeet Singh			
Services/Centers Reporting to Dean(R&C)			
Computer centre	Ram Yadav	Will report to Professor Incharge	
	Kamlesh Chaure		
	Manish Namdev		
	Chandan Sen		
GIS/ graphics lab	Pramod Dubey	Will report to Professor Incharge	
	Amit Kumar Bansal	Pramod Dubey	
	Jitendra Kumar	Pramod Dubey	
Workshop/ Labs	Abhinav Shrivastava	Will report to Professor Incharge	
	Ankit Chourasia (on EoL for studies)		
	Satish Parmar		



R. P. Yadav	Section Officer	All purchases/Services requests from Estate, Maintenance, Computer, GIS, Graphics, Sports section and New Academic Building will be routed through R. P. Yadav to AR (F&A).	
Library	Dy. Librarian & Record's Officer	Mukesh Pathak	Dean (Academics) & Registrar
	Assistant Librarian & Hindi Officer	Dhirendra Kumar Padhan	Dy. Librarian & Dean (R&C) for Rajbhasha
		Ashok Mishra	AL/DL
		Subhash Sharma	AL/DL
		Renu Pathak	AL/DL
		Sarthak Agarwal	AL/DL
		Rajul Thakur	AL/DL
		Alif Minj	AL/DL
Infirmary		Priya Jain	Dean (FW) till the appointment of Medical Officer, Medical bills to AR (F&A).
		Mamta Solanki	Dean (FW) till the appointment of Medical Officer, Medical bills to AR (F&A).
Sports		Mukesh Upadhyay	Report to Dean (SA) & Professor Incharge.
		Pallavi Rana	Mukesh Upadhyay

For other specific functions that are not stated above, the present system would continue.

Maintenance and Housekeeping staff will report to AE/JE. Attendants will report to AR(S&P).

AR (S&P) will ensure statutory Labour compliances and returns as necessary.

AR (Academics) will attend to the matters related to grant of students scholarship.

All staff members shall continue working from the seats that they are functioning now, till the reorganization of spaces is done. This order shall supersede all the earlier orders issued in this regard. Charge handover/takeover may be done by 25th August, 2023. Organizational flow charts are enclosed herewith.

This will be reviewed after 6 months.

[Director's approval dated 07/8/2023].

Encl.: A/a.

All concerned

Copy to:

1. The Director
2. All the Deans / HoDs
3. Faculty / Staff
4. Administration



[Handwritten Signature]
Registrar