



योजना एवं वास्तुकला विद्यालय, भोपाल

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

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of INDIA)

No.: SPAB/RGO/O.O./2025/ 32

Dated: 24.07.2025

कार्यालय आदेश / OFFICE ORDER

Subject: - Specifying the internal work arrangements – reg.

As per request(s) received from the Associate Dean(s) / Dean(s) in respect to requirement of efficient staff and to strengthen the Academic and Administrative functions of the Institute, the following internal work arrangements are being implemented with immediate effect:

S. No.	Name of staff and designation	Currently posted at	New posting / additional responsibilities
1.	Mr. Kush Shrivastava Accountant	O/o the Dean (P&D)	O/o the Dean (P&D) and Estate & Security office Will coordinate / supervise all related works of Dean (P&D) and Estate & Security office
2.	Ms. Meenu Asha Choudhary Personal Assistant	Directorate	O/o the Dean (Student Affairs)
3.	Mr. Pushpendra Singh Jr. Assistant	Estate & Security Office	Directorate
4.	Mr. Shubham Gupta Jr. Assistant	Maintenance Cell	Maintenance Cell & Estate and Security office Will look-after all related works of Maintenance Cell and Estate & Security office.
5.	Academic Office (Admission & Examination)	---	All types of Scholarships (Central / State, OBC/SC/ST, GATE/CEED etc.

Mr. Tarak Nath Saha, Jr. Assistant shall provide assistance to Academic Office for Scholarship related works till the completion of on-going admission process of this academic year.

There should be proper handing over and taking over of their duties / files and documents with proper intimation to their concerned reporting and this office. The outgoing / existing staff is requested to provide all necessary support to the incoming staff for smooth functioning of the departments / section.

[Director's approval dated 24.07.2025].

(कुलसचिव)
Registrar

Copy to:

1. Director/ Director office
2. All Deans / HoDs / Registrar Office/ Academic office / Administration section
3. Everyone (faculty & staff including outsourced)
4. Computer centre: to upload on institute website
5. Concerned official(s)