



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/Admin./2026/...541
26th February, 2026

कार्यालय आदेश / OFFICE ORDER

Subject: Constitution of Screening Committees for periodic review of Government servants – reg.

In pursuance of the provisions contained in Fundamental Rule 56(j)/(i) and Rule 42 of the CCS (Pension) Rules, 2021, and in accordance with the guidelines/instructions issued by the Ministry of Education from time to time regarding periodic review of Government servants, the Competent Authority is pleased to constitute the following Internal Screening Committees for conducting the periodic review of employees of this institute:

Internal Screening Committee for Faculty & Group 'A' Employees:

- | | |
|--|-------------|
| 1. Dean (Academics) | Chairperson |
| 2. Registrar | Member |
| 3. Mr. Mukesh Pathak, Deputy Librarian | Member |
| 4. Mr. Amit Khare, Assistant Registrar | Member |
| 5. Ms. Vaishali Hedao, PS | Secretary |

Internal Screening Committee for Group 'B' & Group 'C' Employees:

- | | |
|--|-------------|
| 1. Registrar | Chairperson |
| 2. Dr. Mayank Dubey, Assistant Professor | Member |
| 3. Mr. Amit Khare, Assistant Registrar | Member |
| 4. Ms. Vaishali Hedao, PS | Secretary |

Terms of Reference

1. The Committees shall carry out periodic review of Government servants as per the provisions of FR 56(j)/(i) and Rule 42 of CCS (Pension) Rules, 2021.
2. The Committees shall strictly follow the procedure and criteria prescribed by the Ministry of Education/DoPT from time to time.
3. The Committees shall examine the entire service record of the officials due for review, including APARs, vigilance status, integrity, disciplinary proceedings (if any), and overall performance.
4. The Committees shall prepare a comprehensive brief of each officer/official under review, clearly bringing out relevant facts for objective assessment.

This issues with the approval of the Director dt. 24.02.2026.

Registrar (In-charge)

Copy to:

1. Director office
2. Registrar office
3. All concerned members
4. Everyone (faculty & staff)
5. Computer centre: to upload on institute website