



# 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./O.O./2026/515

Dated: 04.02.2026

### कार्यालय आदेश / OFFICE ORDER


#### **Sub.: Specifying the internal work arrangements of staff – reg.**

Upon approval, following internal work arrangements of staff are being implemented with immediate effect for smooth functioning of the Administrative sections and Academic offices of the Institute.

S. No.	Name of staff and designation	Currently working in office / section	New assigned office/ section
1.	Shri Ramendra Singh Sisodiya Multi Skill Assistant	NA	Stores & Purchase Section
2.	Shri Jitendra Billore Jr. Assistant	Stores & Purchase Section	Office of the Registrar
3.	Shri Shivam Sen Office Assistant (Outsourced)	Office of the Registrar	Office of the Dean (Academics)

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 03.02.2026].

  
(कुलसचिव, प्रभारी)  
Registrar, In-charge

Copy to:

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