



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./2026/50

Dated: 21.05.2026

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.	Ms. Aliya Ali, Personal Assistant	O/o the Dean (Academics) before proceeding of CCL)	O/o the Dean (Faculty Welfare)
2.	Mr. Lokesh Shrivastava, Multi Skill Assistant	Stores & Purchase	Finance & Accounts
3.	Mr. Satyam Saxena, Junior Superintendent	O/o the HoD - BEM, TP and UD	O/o the HoD - BEM and UD
4.	Mr. Amit Kumar Bansal, Technical Assistant	GIS Lab and O/o the Dean (Faculty Welfare) as additional responsibility	GIS Lab and O/o the HoD – Transport Planning as additional responsibility
5.	Mr. Jitendra Billore Jr. Assistant	Registrar Office	Stores & Purchase
6.	Mr. Vinod Malviya Office Assistant (Outsourced)	Finance & Accounts	Registrar Office

Mr. Kush Shrivastava, Accountant and Mr. Amit Kumar Bansal, Technical Assistant are being relieved from the additional charge of O/o the Dean (Faculty Welfare).

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 20.05.2026].

Amit Khanna
21/5/26 C.D.
(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)