

भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

IIMUD/HR/ORDERS/2023-24/24

March 28th, 2024

कार्यालय अदिश/OFFICE ORDER

उत्तरदायित्वों का परिवर्तन
TRANSFER ORDER

1. Reference is made to the Office Order no. IIMU/HR/Orders/2023-24/23 dated March 28th, 2024 regarding merging and renaming of departments.
2. The Institute has decided to change the responsibilities of a few non-teaching employees due to merging and renaming of department. The details are as follows:

Sl. No.	Name of the employees	Designation	Transferred from	Transferred to	Reporting Authority
(a)	Ms. Kavita Chotrani	Assistant Administrative Officer (Gr-1)	Placement	Executive Education	Mr. Baskaran Nagappan
(c)	Mr. Kushal Kumawat	Junior Associate	CSR	Branding & Communications Department (Social Outreach Cell)	Mr. Manmohan Singh

3. The designation of the above employees will remain same.
4. This has a concurrence of the competent authority and will be effective from April 3rd, 2024.

सिवकुमार.य

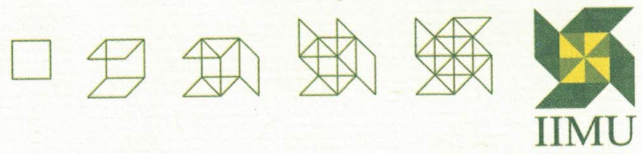
Sivakumar Mathada
Chief of Administration

Indian Institute of Management Udaipur

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भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

IIMU/HR/Orders/2023-24/01

April 11, 2023

कार्यालय आदेश/OFFICE ORDER

गैर-शिक्षण कर्मचारियों को पहले दी गई जॉब प्रोफाइल का संदर्भ दिया जाता है। प्रशासन को सुचारू रूप से चलाने के लिए कुछ गैर शिक्षक कर्मचारियों की ड्यूटी बदली जाती है। स्थानांतरण और परिवर्तन 17 अप्रैल, 2023 से प्रभावी होंगे, जब तक कि अन्यथा न कहा जाए। प्रभावी तिथि से पहले आवश्यक सौंपने और लेने का काम पूरा किया जाना चाहिए।

Reference is made to earlier job profile given to non-teaching employees. The duties of a few non-teaching employees are changed for smooth functioning of administration. The transfer and changes will be effective from April 17th, 2023, unless stated otherwise. Necessary handing and taking over should be completed before the effective date.

विभागीय स्थानांतरण/Departmental Transfer-

निम्नलिखित कर्मचारियों को निम्न विवरण के अनुसार स्थानान्तरित किया जाता है-

The following employees are hereby transferred as per below details-

S. No.	Employee Name & Designation	Transferred from	Transferred to	Reporting Authority
1.	Pawan Gujar, Senior Executive	➤ Transport ➤ Travel Booking ➤ Food & Beverage	➤ Accounts	Mr Sheetesh Agarwal
2.	Arvind Singh Chouhan, Junior Associate	➤ Stores & Purchase	➤ Student Affairs	Assistant Manager- Student Affairs

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उत्तरदायित्वों में परिवर्तन /Change in Responsibilities-

S. No.	Employee Name & Designation	Existing Responsibilities	New Responsibilities	Reporting Authority
1.	Manoj Saini, Senior Executive	<ul style="list-style-type: none"> ➤ Security ➤ Housekeeping ➤ Events 	<ul style="list-style-type: none"> ➤ Security ➤ Housekeeping, ➤ Food & Beverage ➤ Events 	Mr Sivakumar Mathada
2.	Sajjan Singh, Junior Associate	<ul style="list-style-type: none"> ➤ Transport ➤ Food & Beverage 	<ul style="list-style-type: none"> ➤ Transport ➤ Travel Booking 	Mr Sivakumar Mathada
3.	Ravi Tailor, Associate	<ul style="list-style-type: none"> ➤ Director's Office 	<ul style="list-style-type: none"> ➤ Director's Office ➤ Deans' Office* 	Director & Deans'

* अप्रैल 20, 2023 से प्रभावी/With effect from April 20th, 2023.

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of Competent Authority.

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सिवाकुमार मथाडा
Sivakumar Mathada
प्रशासन प्रमुख
Chief of Administration

(Signature)

लक्ष्मी चंद माली
Laxmi Chand Mali
समन्वयक-मानव संसाधन एवं निदेशक सचिवालय
Coordinator-HR & Director's Secretariat
भारतीय प्रबंधन संस्थान उदयपुर
Indian Institute of Management Udaipur
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