



OFFICE ORDER

Sub: Internal Transfer of Employee - Reg.

Ms. Ahana V S (Employee number – IITPKD1150), Junior Assistant, who is presently in the Faculty Matters and Hostel Accounts is transferred to the HR Section.

The above internal transfer is ordered on organisational interest and the handing/taking over of charge will commence with immediate effect.

This is issued with the approval of the Competent Authority.


(Dr. Ganesh Natarajan)
Registrar (I/C)

Copy To:

1. Ahana V S, Junior Assistant
2. Faculty Wing
3. AR (HR)
4. AR (F&A)
5. File



Indian Institute of Technology Palakkad

भारतीय प्रौद्योगिकी संस्थान पालक्काड

Under Ministry of Education, Govt. of India

शिक्षा मंत्रालय के अधीन, भारत सरकार



IIT PALAKKAD

IITPKD/RO/2022-2023/002

01 April 2022

To

Ms. Praseeda T P

Junior Assistant

IIT Palakkad

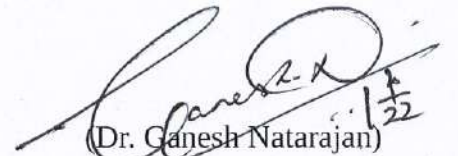
Sub: Appointment as full-time staff member in the Director's Office, Nila Campus

Dear Ms. Praseeda,

Upon approval of the competent authority, you are appointed as full-time staff member in the Director's Office at Nila campus with effect from 01/04/2022. You are relieved of all duties pertaining to Faculty Help Desk (including CCE) with immediate effect but you may however continue to discharge your duties as part of ICSR until further instructions are issued in this regard.

Copy to:

- 1) Office of the Registrar
- 2) Directorate - For kind information of the Director
- 3) Personnel Section
- 4) Dean (ICSR)
- 5) Dean (Academics)
- 6) Chairperson (CCE)


(Dr. Ganesh Natarajan)
Registrar (i/c)



OFFICE ORDER

Sub: Internal Transfer of Officers - Reg.

Dr. B. Thiagarajan (employee number IITPKD1069), Deputy Registrar, who is presently in the Stores and Purchase Section is transferred to the Academics Section, and Ms. Thasnin Harish C M (employee number IITPKD1056), Assistant Registrar who is presently in the Academics Section is transferred to the Stores and Purchase Section.

The above internal transfer is ordered on organisational interest and the handing/taking over of charge will commence with effect from 01 Nov 2021 and must be completed by 12 Nov 2021.

This is issued with the approval of the Competent Authority.


(Col. S. Chakraborty (Retd.))
Registrar

कृलसधिव / Registrar
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad
पालक्काड - ६७८ ५५७ Palakkad - 678 557

Copy to:

1. Director's Office, for the kind information of the Director.
2. The Officers concerned.
3. Personnel Section

IITPKD/RO/OO/2020-21/009

10 Nov 2020

OFFICE ORDER

Sub: Internal Transfer of Employees

The following transfers are hereby ordered on organizational interest.

S.No.	Employee Name	Employee ID	Designation	Section		Remarks
				From	To	
1	Arun Krishnan M.	IITPKD1152	Junior Superintendent	Stores and Purchase	Academics	Handing over duties of Stores and Purchase in the first half of the day followed by handing over duties of Academics in the second half of the day.
2	Darsana Nair V.	IITPKD1007	Junior Superintendent	Academics	Stores and Purchase	
3	Ahana V. S.	IITPKD1150	Junior Assistant	Finance and Accounts	Faculty Matters - Ahalia campus and Hostel Accounts (Half time in each section)	Handing over duties of Finance and Accounts in the first half of the day followed by handing over duties of Faculty Matters in the second half of the day.
4.	Sagayaraj L.	IITPKD1137	Junior Assistant	Faculty Matters - Ahalia campus	Finance and Accounts	
5.	Praseeda T. P.	IITPKD1142	Junior Assistant	Finance and Accounts	Faculty Matters - Nila campus and ICSR (Half time in each section)	Handing over duties of Finance and Accounts on the first three days followed by handing over duties of Faculty Matters/ICSR on the next two days.
6.	Prethusha P. M.	IITPKD1141	Junior Assistant	Faculty Matters - Nila campus and ICSR (Half time in each section)	Finance and Accounts	

7.	Anitha Mani D.	IITPKD1090	Junior Superintendent	Academics	Finance and Accounts	Handing over duties of Academics in the first half of the day followed by handing over duties of Finance and Accounts in the second half of the day.
8.	Appu P. S.	IITPKD1100	Junior Superintendent	Finance and Accounts	Academics	

The above mentioned transfer of employees to their respective sections will be with immediate effect except for the Junior Superintendents mentioned at Ser No 7 and 8 above. Ms. Anitha Mani D. and Shri. Appu P.S. will start their handing over formalities with effect from 21 Dec 2020. The employees should endeavour to hand over their existing portfolio of tasks and take over the responsibilities of the newly assigned functions within one week.



(Col. S. Chakraborty)
Registrar

Copy To:

1. All the employees listed above (through Email)
2. Director's Secretariat
3. Section Heads
4. Personal Files



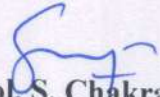
OFFICE ORDER
Sub: Internal Transfer of Employees

The following transfers are hereby ordered on organizational interest.

S. No.	Employee Name	Employee ID	Designation	Section	
				From	To
1	Ms. Thenmozhi N	IITPKD1008	Junior Superintendent	Stores and Purchase	EWD
2	Mr. Ramesh S	IITPKD1052	Junior Superintendent	EWD	Stores and Purchase
3	Mr. Arun S	IITPKD1093	Junior Assistant	Finance and Accounts	Stores and Purchase
4	Mr. Vivek K. S	IITPKD1085	Junior Assistant	Personnel	HR

The above transfer of employees to their respective sections will be with immediate effect. The employees are requested to carry out the handing and taking over of the documents and ensure smooth taking over of charge of their new assignments by **20-01-2020**.

This issues with the approval of Competent Authority.


(Col. S. Chakraborty)

Registrar

कुलसचिव / Registrar

भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad
पालक्काड - ६७२ ५५७ Palakkad - 678 557

Copy to:

1. Office of the Director – For the kind information of the Director
2. Deans
3. Chairperson, EWD
4. Deputy Registrar
5. Assistant Registrars
6. Employees listed above (through Email)
7. Personal Files