

F. No. 1-10/2010-Estt/NCPUL
National Council for Promotion of Urdu Language
Ministry of Education, Dept. of Higher Education

Farogh-e-Urdu Bhawan,
Jasola, New Delhi-110 025.

01/04/2024

OFFICE ORDER

Transfer/Deployment of staff is ordered as enclosed in Annexure-'A' till further order.

The following sections will route their papers/files through Asstt. Director (Academic):-

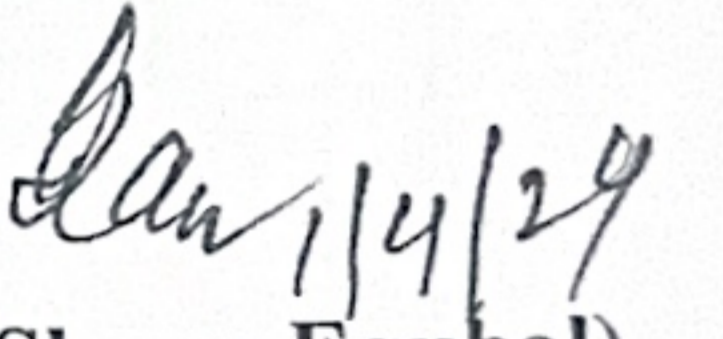
- (i). Technical Education & Production Section
- (ii). Sales, Store and Exhibition Section
- (iii). Web, LT, PR and Grants in Aid Section
- (iv). Academic Section

A.D. (Acad.), Assistant Director (Admn.), Research Officer (Distance Education) and Assistant Editor shall submit their papers/files to the Director till the joining of Principal Publication Office (PPO). After joining of PPO, files/papers will be routed through PPO.

All files requiring financial sanction will be submitted to Internal Auditor who after scrutiny will mark it to the extent of the delegated powers of the concerned available sanctioning authority.

Distribution of work between the subordinate staff allocated against each scheme will be done by the respective section heads to ensure smooth functioning.

Handing/Taking over of new assignment as per Annexure-'A' will be completed on or before 05.04.2024. However, those officers whose transfer is ordered in Annexure-'A' will continue to support each other in case of any difficulty reported related to work of their old desk.


(Dr. Md Shams Equbal)
Director

Encl. As above.

To :-

1. P.A. to Director.
2. A.D. (Acad.)
3. A.D. (Admn.)
4. R.O. (Distance)
6. R.O. (Web, LT, PR & GIA)
7. A.E.O. (TE & Prod.)
8. R.O. (Sales, Store & Exhibition)
11. R.O. (Academic)
12. Assistant Editor
11. JAAO
12. OS (SRB, Hyderabad)
13. Internal Auditor
14. Concerned File

Director

Principal Publication Officer

Sh. Mohammed Ahmed AD (Admn.) & PIO		Mrs. Shama Kausar Yazdani AD (Acad)				Dr. Kalimullah RO	Dr. Abdul Bari, AE
Admn., Estab. & Accts Section including Coord. & Hindi Cell	South Region Branch	Technical Education & Production including PPT	Sales, Store and Exhibition including Paper Machie Course	Web, LT, PR and Grants- in-Aid including DREAM proj	Academic Section including Khawateen Duniya	Distance Education including National/International Seminars/Conference	Editorial Section (Urdu Duniya, Bachon Ki Duniya, Fikro Tehqeeq and preparation of press release)
<ul style="list-style-type: none"> ➤ Mrs. Neelam Rani, JAAO ➤ Sh. D.R. Raja, IA ➤ Sh. Prahlad Singh, IA ➤ Sh. Muneer Anjum, OS ➤ Sh. Naushad Ahmed, Hindi. Tr. (Additionally PA to VC) ➤ Sh. M.A. Khan, Consult. ➤ Ms. Manju Verma, UDC ➤ Sh. Manit Kumar, AC ➤ Sh. Gaurav Shandilya, LDC ➤ Sh. Mohd. Ali, Proj. Asstt ➤ Sh. Rahul Gehlot, HT ➤ Sh. Dinesh Kumar Sharma, LDC ➤ Ms. S. Ghazala, Recept. ➤ Sh. Jahangir Alam, Proj. Asstt. (NMCME) ➤ Shri Rajesh Kumar, MTS ➤ Sh. Harish Lal, MTS ➤ Sh. Rudal Shah, MTS ➤ Sh. Gopal Sharma, Elec. ➤ Ms. Rakhi, Attendent (NMCME) 	<ul style="list-style-type: none"> ➤ Sh. M.M. Ali Khan, OS (SRB) ➤ Sh. Ramji Lal Meena, MTS ➤ Smt Sayeeda Begum, Attend. 	<p>Technical :</p> <ul style="list-style-type: none"> ➤ Sh. Ajmal Saeed, AEO ➤ Sh. Imtiaz Ahmad, RA ➤ Sh. Mohd. Qasim, Proj. Asstt. ➤ Sh. Kishor Kumar, LDC ➤ Sh. Anis Ahmed, DEO ➤ Sh. Jitender, MTS <p>Production :</p> <ul style="list-style-type: none"> ➤ Sh. Mohd. Tauseeq, UT ➤ Sh. Mohd. Imteyaz Hassan, DEO 	<p>Sales, Store & Exhib. :-</p> <ul style="list-style-type: none"> ➤ Sh. Intekhab Ahmad, RO ➤ Sh. Tapender Kumar, RA ➤ Sh. Gulshan Anand, UDC ➤ Sh. Zakir Hussain, UDC ➤ Sh. Sanjay Singh, UDC ➤ Sh. Burhanuddin, UT ➤ Sh. Akarsh Kumar, Driver ➤ Sh. Mukesh Mishra, Proj. Asstt. ➤ Shri Anil Kumar, MTS ➤ Sh. Mohd. Tahir Siddiqui, MTS ➤ Sh. Ashok Kumar, Driver ➤ Sh. Veer Singh, MTS ➤ Sh. Ajay Kumar, Attend. ➤ Sh. Ghulam Jeelani, Attend. ➤ Sh. Ahteshamuddin, Attend. <p>Paper Machie :-</p> <ul style="list-style-type: none"> ➤ Mrs. Shahnaz Akhtar, Sr. Sten (U) 	<ul style="list-style-type: none"> ➤ Sh. S.M. Khurram, RO ➤ Sh. Afzal Hussain Khan, RA ➤ Ms. Abgeena Arif, TA ➤ Sh. Mohammad Afroz, Proj. Asstt. (Web Master) ➤ Shri Mohd Tahir, UT ➤ Shri V Siddiq, MTS <p>Grants-in-Aid :</p> <ul style="list-style-type: none"> ➤ Ms. Sajida Begum, Librarian ➤ Sh. Sajidul Haque, RA ➤ Sh. Mujeeb Ahmed, TA. ➤ Ms. Farha Deebea, DEO ➤ Sh. Iqbal Hussian, MTS ➤ Sh. Mukesh Kumar, Attend (Addl. GIA staff – 2nd Floor) 	<ul style="list-style-type: none"> ➤ Ms. Mussarat, RO. ➤ Ms. Zeshan Fatima, RA ➤ Sh. T.A. Rahi, RA ➤ Sh. Mohd. Bahlul, TA ➤ Sh. Waseem Iqbal, Proj. Asstt. ➤ Sh. Abdus Salam Siddiqui, Proj. Asstt ➤ Ms. Mubashara Khalil, DEO ➤ Mr. Mohd. Faheem, DEO ➤ Sh. Mukesh Kumar, Attend 	<ul style="list-style-type: none"> ➤ Sh. Masroor Saeed, RA ➤ Sh. Md. Shahabuddin, RA ➤ Sh. Javed Iqbal, TA ➤ Sh. Anwarul Haq, Proj. Asstt. ➤ Ms. Neelam Negi, LDC ➤ Sh. Rahul Pal, LDC ➤ Sh. Javed Iqbal Ansari, DEO ➤ Shri Shamim Alam, MTS 	<ul style="list-style-type: none"> ➤ Sh. Haqqani-Al-Qasmi, Consult. ➤ Sh. Mahasud Alam, Proof Reader (For payment of all magazines) ➤ Sh. Abdul Rasheed, Proj. Asstt. ➤ Mr. Shahdab Shamim, Proj. Asstt. ➤ Sh. Mohd. Ikramuddin, Proj. Asstt. ➤ Sh. Nayab Hasan, DEO ➤ Shri V Siddiq, MTS

Handwritten signature and date: 1/4/2024

Vice Chairman's Secretariat	Director Secretariat	PPO Secretariat
<ul style="list-style-type: none"> ➤ Shri Naushad Ahmed, Hindi Tr. 	<ul style="list-style-type: none"> ➤ Mr. Mohd. Asim, PA ➤ Sh. Miya Jan, MTS ➤ Shri Prateek, MTS ➤ Sh. Rajesh Kumar, Driver 	<ul style="list-style-type: none"> ➤ Shri Mohd. Asim, Sr. Steno. (In addition RTI, Coord. & ISO under the supervision of AD (Admn.) ➤ Shri V Siddiq, MTS