

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.

19/07/2022

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):-

- A. Technical Education & Production
- B. Book Promotion & PPT
- C. Distance Education
- D. Editorical Section
- E. Vocational, Web & DREAM Proj.
- F. Child & Women Journalism Section

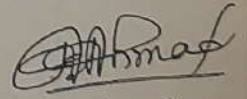
A.D. (Acad.) and Research Officer (GIA & Acad.) shall submit their papers/files to the Director till the joining of Principal Publication Office (PPO). After joining of PPO, files/papers will be routed through PPO.

Assistant Director (Admn.) will submit his papers/files directly to Director or to the extent of delegated powers.

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 22.07.2022. 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. Aquil Ahmad)  
Director

Encl. As above.

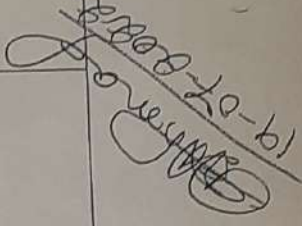
To :-

1. P.A. to Director.
2. P.A. to P.P.O.
3. A.D. (Admn.)
4. A.D. (Acad.)
5. R.O. (GIA & Acad.)
6. R.O. (Voc. & DREAM)
7. RO (Editorial) - Additional charge
8. A.E.O. (Book Prom. & PPT)
9. A.E.O. (DE)
10. R.O. (TE)
11. R.O. (Child & Women Journalism Section)
11. JAAO
12. OS (SRB, Hyderabad)
13. Internal Auditor

Director

Principal Publication Officer

Sh. Kamal Singh AD (Admn.) & PIO		Mrs. Shama Kausar Yazdani AD (Acad)				Dr. Kalimullah RO		
Admn. & Accts Section including Coord. & Hindi Cell	South Region Branch	Technical Education & Production	Book Promotion. including PPT	Distance Education	Vocational Section including Web & Digital Library & DREAM proj.	Editorial Section	Child & Women Journalism Section including Paper Machie Course	GIA & Academic Section including national/international seminars/conference
<ul style="list-style-type: none"> <li>&gt; Sh. Mohd. Ahmed, JAAO</li> <li>&gt; Sh. D.R. Raja, IA</li> <li>&gt; Sh. Prahlad Singh, IA</li> <li>&gt; Sh. Muneer Anjum, OS</li> <li>&gt; Mrs. Shahnaz Akhtar, St.</li> <li>&gt; Sten (U)</li> <li>&gt; Sh. Naushad Ahmed, Hindi. Tr.</li> <li>&gt; (Additionally PA to VC)</li> <li>&gt; Sh. M.A. Khan, Consult.</li> <li>&gt; Ms. Manju Verma, UDC</li> <li>&gt; Sh. Maniit Kumar, AC</li> <li>&gt; Sh. Mohd. Ali, Proj. Asstt</li> <li>&gt; Sh. Rahul Gehlot, HT</li> <li>&gt; Sh. Dinesh Kumar Sharma, LDC</li> <li>&gt; Ms. S. Ghazala, Receipt</li> <li>&gt; Sh. Jahangir Alam, Proj. Asstt. (NMCME)</li> <li>&gt; Shri Rajesh Kumar, MTS (R &amp; D)</li> <li>&gt; Sh. Harish Lal, MTS</li> <li>&gt; Sh. Rudal Shah, MTS</li> <li>&gt; Sh. Gopal Sharma, Elec.</li> <li>&gt; Ms. Rakhi, Attendant (NMCME)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sh. M.M. Ali Khan, OS (SRB)</li> <li>&gt; Sh. Ramji Lal Meena, MTS</li> <li>&gt; Smt Sayeeda Begum, Attend.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sh. Intekhab Ahmad, RO</li> <li><u>Technical:</u></li> <li>&gt; Sh. Imtiaz Ahmad, RA</li> <li>&gt; Sh. Anwarul Haq, Proj. Asstt.</li> <li>&gt; Sh. Kishor Kumar, LDC</li> <li>&gt; Sh. Anis Ahmed, DEO</li> <li>&gt; Sh. Jitender, MTS</li> <li><u>Production:</u></li> <li>&gt; Sh. T.A. Rahi, RA</li> <li>&gt; Sh. Mohd. Tauseeq, UT</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sh. Ajmal Saeed, AEO</li> <li>&gt; Sh. Tapender Kumar, RA</li> <li>&gt; Sh. Gulshan Anand, UDC</li> <li>&gt; Sh. Zakir Hussain, UDC</li> <li>&gt; Sh. Sanjay Singh, UDC</li> <li>&gt; Sh. Akarsh Kumar, Driver</li> <li>&gt; Sh. Mukesh Mishra, Proj. Asstt.</li> <li>&gt; Sh. V. Siddiq, MTS</li> <li>&gt; Sh. Ashok Kumar, Driver</li> <li>&gt; Sh. Veer Singh, MTS</li> <li>&gt; Sh. Mohd. Tahir Siddiqui, MTS</li> <li>&gt; Sh. Ajay Kumar, Attend.</li> <li>&gt; Sh. Ghulam Jeelani, Attend.</li> <li>&gt; Sh. Ahteshamuddin, Attend.</li> <li>&gt; Sh. Ashraf Jamal, House keeping staff</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sh. Firoz Alam, AEO</li> <li>&gt; Sh. Mastoor Saeed, RA</li> <li>&gt; Md. Shahabuddin, RA</li> <li>&gt; Sh. Sajidul Haque, RA</li> <li>&gt; Sh. Mohd. Qasim, Proj. Asstt.</li> <li>&gt; Ms. Neelam Negi, LDC</li> <li>&gt; Sh. Mohd. Tahir, UT</li> <li>&gt; Ms. Mubashara Khalil, DEO</li> <li>&gt; Shri Shamim Alam, MTS</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sh. S.M. Khurram, RO (Additional charge)</li> <li>&gt; Sh. Haqqani-Al-Qasmi, Consult.</li> <li>&gt; Sh. Mahasud Alam, Proof Reader</li> <li>&gt; (For payment of all magazines)</li> <li>&gt; Sh. Abdul Rasheed, Proj. Asstt.</li> <li>&gt; Sh. Mohd. Ikramuddin, Proj. Asstt.</li> <li>&gt; Sh. Nayab Hasan, DEO</li> <li>&gt; Shri Anil Kumar, MTS</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Ms. Mussarat, RO</li> <li>&gt; Mr. Ashraf Khan, Consult.</li> <li>&gt; Mr. Shahdiab Shamim, Proj. Asstt.</li> <li>&gt; Mr. Mohd. Faheem, DEO</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Ms. Zeshan Fatima, RA</li> <li>&gt; Ms. Sajida Begum Librarian</li> <li>&gt; Sh. Mohd. Ansar, RA</li> <li>&gt; Ms. Abgeena Arif, TA</li> <li>&gt; Sh. Mujeeb Ahmed, TA</li> <li>&gt; Sh. Javed Iqbal, TA</li> <li>&gt; Sh. Mohd. Bahiul, TA</li> <li>&gt; Sh. Waseem Iqbal, Proj Asstt.</li> <li>&gt; Sh. Abdus Salan Siddiqui, Proj. Asstt.</li> <li>&gt; Sh. Faiyaz Alam, Proj Asstt.</li> <li>&gt; Ms. Farha Deeba, DEO</li> <li>&gt; Sh. Mohd. Imteyaz Hassan, DEO</li> <li>&gt; Sh. Javed Iqbal Ansari, DEO</li> <li>&gt; Sh. Iqbal Hussian, MTS</li> <li>&gt; Sh. Mukesh Kumar Attend.</li> </ul>	

2000-20-6  


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



F. No. 1-10/2010-Estt./NCPUL  
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE  
Ministry of Education, Department of Higher Education  
Government of India

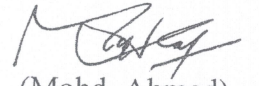
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi – 110025.

Date: 30.12.2022

OFFICE ORDER

Shri Mohd. Asim, Sr. Stenographer (Eng.) is transferred from Establishment (Coordination Cell) to Director Secretariat, and report to Director on 02/01/2023. In addition to his duties in Director secretariat, he will look after the duties of his earlier desk i.e. RTI, Coord. &, ISO etc. till further order.

This issues with the approval of the Director.



(Mohd. Ahmed)

Jr. Admn.-cum-Accounts Officer

To,

Shri Mohd. Asim,  
Sr. Stenographer (Eng.)

*m8*  
*30/12/22*

Copy to:

1. PA to Director
2. Concerned file.

*Qurat*  
*30/12/22*

F.No. 1-10/2010-Estt-NCPUL  
**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**  
(Ministry of Human Resource Development)  
(Department of Higher Education)

Dated : 15<sup>th</sup> May, 2023

**Office Order**

Upon joining of Shri Abdul Bari, Assistant Editor, the following Officers are being transferred/ deployed in the Section mentioned against each with immediate effect :-

Name & Designation	Present Posting/ Section/Division	Transfer to Section/Division/ Deployment	Brief description of duties
Shri Abdul Bari, Assistant Editor	-	Editorial Section	Editorial Section and Women & Child Journalism (W&CJ) Section have been merged. Shri Abdul Bari, AE will be Officer Incharge of Editorial Section and will sit in the cabin meant for Assistant Editor in Editorial Section, Farogh-e-Urdu Bhawan, New Delhi.
Shri S.M. Khurram, Research Officer	Web & LT Section and additional charge of Editorial Section	Web & LT Section	Shri S.M. Khurram, RO will be Officer Incharge of Web & LT Section vice relieved from additional charge of Editorial Section.
Dr. Musarrat, Research Officer	W&CJ Section and additional charge of Distance Education	Distance Education	Dr. Musarrat, RO will be Officer Incharge of Distance Education and continue to look after the scheme of Paper Machie. She is relieved from W&CJ Section and will sit in the cabin meant for Research Officer, Distance Education at IInd Floor, Farogh-e-Urdu Bhawan, New Delhi

The handing/taking over of files, documents etc including list of files related to all schemes will be completed by 19<sup>th</sup> May, 2023 and a copy of the same may be forwarded to Establishment Section for record.

This issue with the approval of the Director.

  
(Mohammed Ahmed)  
Assistant Director (Admn)

To,

1. Shri S.M. Khurram, RO
2. Dr. Musarrat, RO
3. Shri Abdul Bari, AE
4. All staff of Editorial, Distance Education & W&CJ Sections.

Copy to,

1. PA to Director
2. AD (Acad)
3. All Section Heads

F.No. 1-10/2010-Estt-NCPUL  
**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**  
(Ministry of Education)  
(Department of Higher Education)

Dated : 22<sup>nd</sup> May, 2023

**Office Order**

In continuation of Office Order of even number dated 15<sup>th</sup> May, 2023, partial modification is made as per details given below with immediate effect :-

Name & Designation	Brief description of duties
Shri Abdul Bari, Assistant Editor	Shri Abdul Bari, AE will be Officer Incharge of Editorial Section and will look after the affairs of the following magazines:- 1. Urdu Duniya 2. Fikr-o-Tehqeeq 3. Bachchon ki Duniya  He will route his files/dak/papers as per existing practice.
Dr. Musarrat, Research Officer	In addition to the existing duties, Dr Musarrat will also look after the work of finalization/publication of the magazine "Khawateen Duniya". The staff deployed for 'Khawateen Duniya' will report to her as per past practice. Dr. Musarrat will route her file/dak/papers through Assistance Director (Acad.).

Other entries of the said order will remain unchanged.

This issue with the approval of the Director.

  
(Mohammed Ahmed)  
Assistant Director (Admn)

To,

1. AD (Acad) *For 203 22/5/23*
2. Dr. Musarrat, RO *For 203 22/5/23*
3. Shri Abdul Bari, AE *V 22/5/23*
4. All staff of Editorial Section & Khawateen Duniya.

Copy to,

1. PA to Director *ms 22/5*
2. All Section Heads *Kishor 22/05/23*
3. Concerned File *For 203 22/05/23*

*For 1*

*22-5-23 for - M.A.A*



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.

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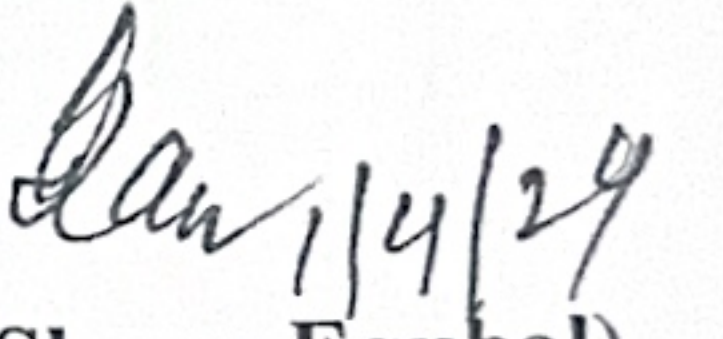
- (i). Technical Education & Production Section
- (ii). Sales, Store and Exhibition Section
- (iii). Web, LT, PR and Grants in Aid Section
- (iv). Academic Section

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"> <li>➤ Mrs. Neelam Rani, JAAO</li> <li>➤ Sh. D.R. Raja, IA</li> <li>➤ Sh. Prahlad Singh, IA</li> <li>➤ Sh. Muneer Anjum, OS</li> <li>➤ Sh. Naushad Ahmed, Hindi. Tr.</li> <li>(Additionally PA to VC)</li> <li>➤ Sh. M.A. Khan, Consult.</li> <li>➤ Ms. Manju Verma, UDC</li> <li>➤ Sh. Manit Kumar, AC</li> <li>➤ Sh. Gaurav Shandilya, LDC</li> <li>➤ Sh. Mohd. Ali, Proj. Asstt</li> <li>➤ Sh. Rahul Gehlot, HT</li> <li>➤ Sh. Dinesh Kumar Sharma, LDC</li> <li>➤ Ms. S. Ghazala, Recept.</li> <li>➤ Sh. Jahangir Alam, Proj. Asstt. (NMCME)</li> <li>➤ Shri Rajesh Kumar, MTS</li> <li>➤ Sh. Harish Lal, MTS</li> <li>➤ Sh. Rudal Shah, MTS</li> <li>➤ Sh. Gopal Sharma, Elec.</li> <li>➤ Ms. Rakhi, Attendent (NMCME)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sh. M.M. Ali Khan, OS (SRB)</li> <li>➤ Sh. Ramji Lal Meena, MTS</li> <li>➤ Smt Sayeeda Begum, Attend.</li> </ul>	<p><b>Technical :</b></p> <ul style="list-style-type: none"> <li>➤ Sh. Ajmal Saeed, AEO</li> <li>➤ Sh. Imtiaz Ahmad, RA</li> <li>➤ Sh. Mohd. Qasim, Proj. Asstt.</li> <li>➤ Sh. Kishor Kumar, LDC</li> <li>➤ Sh. Anis Ahmed, DEO</li> <li>➤ Sh. Jitender, MTS</li> </ul> <p><b>Production :</b></p> <ul style="list-style-type: none"> <li>➤ Sh. Mohd. Tauseeq, UT</li> <li>➤ Sh. Mohd. Imteyaz Hassan, DEO</li> </ul>	<p><b>Sales, Store &amp; Exhib. :-</b></p> <ul style="list-style-type: none"> <li>➤ Sh. Intekhab Ahmad, RO</li> <li>➤ Sh. Tapender Kumar, RA</li> <li>➤ Sh. Gulshan Anand, UDC</li> <li>➤ Sh. Zakir Hussain, UDC</li> <li>➤ Sh. Sanjay Singh, UDC</li> <li>➤ Sh. Burhanuddin, UT</li> <li>➤ Sh. Akarsh Kumar, Driver</li> <li>➤ Sh. Mukesh Mishra, Proj. Asstt.</li> <li>➤ Shri Anil Kumar, MTS</li> <li>➤ Sh. Mohd. Tahir Siddiqui, MTS</li> <li>➤ Sh. Ashok Kumar, Driver</li> <li>➤ Sh. Veer Singh, MTS</li> <li>➤ Sh. Ajay Kumar, Attend.</li> <li>➤ Sh. Ghulam Jeelani, Attend.</li> <li>➤ Sh. Ahteshamuddin, Attend.</li> </ul> <p><b>Paper Machie :-</b></p> <ul style="list-style-type: none"> <li>➤ Mrs. Shahnaz Akhtar, Sr. Sten (U)</li> </ul>	<p><b>Grants-in-Aid :</b></p> <ul style="list-style-type: none"> <li>➤ Sh. S.M. Khurram, RO</li> <li>➤ Sh. Afzal Hussain Khan, RA</li> <li>➤ Ms. Abgeena Arif, TA</li> <li>➤ Sh. Mohammad Afroz, Proj. Asstt.</li> <li>(Web Master)</li> <li>➤ Shri Mohd Tahir, UT</li> <li>➤ Shri V Siddiq, MTS</li> <li>➤ Ms. Sajida Begum, Librarian</li> <li>➤ Sh. Sajidul Haque, RA</li> <li>➤ Sh. Mujeeb Ahmed, TA.</li> <li>➤ Ms. Farha Deebea, DEO</li> <li>➤ Sh. Iqbal Hussian, MTS</li> <li>➤ Sh. Mukesh Kumar, Attend</li> <li>(Addl. GIA staff – 2<sup>nd</sup> Floor)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ms. Mussarat, RO.</li> <li>➤ Ms. Zeshan Fatima, RA</li> <li>➤ Sh. T.A. Rahi, RA</li> <li>➤ Sh. Mohd. Bahlul, TA</li> <li>➤ Sh. Waseem Iqbal, Proj. Asstt.</li> <li>➤ Sh. Abdus Salam Siddiqui, Proj. Astt</li> <li>➤ Ms. Mubashara Khalil, DEO</li> <li>➤ Mr. Mohd. Faheem, DEO</li> <li>➤ Sh. Mukesh Kumar, Attend</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sh. Masroor Saeed, RA</li> <li>➤ Sh. Md. Shahabuddin, RA</li> <li>➤ Sh. Javed Iqbal, TA</li> <li>➤ Sh. Anwarul Haq, Proj. Asstt.</li> <li>➤ Ms. Neelam Negi, LDC</li> <li>➤ Sh. Rahul Pal, LDC</li> <li>➤ Sh. Javed Iqbal Ansari, DEO</li> <li>➤ Shri Shamim Alam, MTS</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sh. Haqqani-Al-Qasmi, Consult.</li> <li>➤ Sh. Mahasud Alam, Proof Reader</li> <li>(For payment of all magazines)</li> <li>➤ Sh. Abdul Rasheed, Proj. Asstt.</li> <li>➤ Mr. Shahdab Shamim, Proj. Asstt.</li> <li>➤ Sh. Mohd. Ikramuddin, Proj. Asstt.</li> <li>➤ Sh. Nayab Hasan, DEO</li> <li>➤ Shri V Siddiq, MTS</li> </ul>

*Handwritten signature and date: 1/4/2024*

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