

## Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,  
Lucknow – 226002, (U.P) – India

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

चकगंजरिया (सी.जी.) सिटी,  
लखनऊ 226002 - उत्तर प्रदेश, भारत

Web: <https://www.iiitl.ac.in>

email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

### Office Order

No. : IIITL/Office Orders/2021

Dt: -16.08.2021

#### Sub:- Allocation of Roles and Responsibilities-reg.

The undersigned is directed to apprise the allocation of duties in respect of the staff members as under: -

S.No.	Roles and Responsibilities	Support Staff	Reporting Officer/In-charge	Remarks
1	All matters related to the following:  1- Service Matter, Outsourcing, RTI (such as Service Book Preparation, Personal File Preparation, Leave Management, LTC, Outsourcing Staff, Providing Information/Reply, Salary, NPS etc.) 2- Diary/Dispatch of the Letters/correspondence, Postage of the letters 3- Work as allocated by reporting Officer/In-charge	1-Mr. Satyam Tandon	1- AR-AES	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
2	All matters related to the following: Store & Purchase, such as: 1. Preparation of all Tenders like Housekeeping, Security, Mess, Vehicle, Accommodation, Canteen etc. Handling Government e-marketplace (GeM). 2. Work of processing of indent forms. Preparation of the Bid Technical Comparative Chart. 3. Vendor Co-ordination to complete the cycle of procurement. Preparation of Budgetary notes, BOQs, Minutes for evaluation of technical and financial bids. 4. Records keeping of file related to procurements. Convening the meetings of IPC. Store maintenance, Entry of stock in the respective stock book.	1- Mr. Divyanshu Verma	1- AR-AES	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.

*(Handwritten Signature)*

	5. Work as allocated by reporting Officer/In-charge.			
3	All matters related to the following:  1- Office of Dean (IPR), Faculty Recruitment, Staff Recruitment 2- Work as allocated by reporting Officer/In-charge	1- Mr. Satyam Tandon  2- Staff and Duties to be allocated by Dean (IPR) as per requirement	1- Dean (IPR)	1- Recruitment Cell 2- New Section to be constituted. 3- The description of responsibilities is indicative only and the work related to section/department to be executed in full. 4- The work Allocated by reporting officers may be additional to the work described.
4	All matters related to the following: 1- Admission of UG, PG, M.Tech, Ph.D, PG Diploma and MBA (such as detailed information on website, document verification, deposition of fee, I card etc.) 2- Maintenance of Admitted student's data/ statistics, Maintenance of current student data/ statistics, Circulation of Admission List to concerned, Student Verification, credential online/offline, CCMT, CSAB 3- Issuance of different certificate Bonafide certificate, Course completion certificate to students, Verification certificate, student queries related to admissions, Information as and when required related to admissions. 4- Work as allocated by reporting Officer/In-charge.	1- Mr. Shivam Dubey  2- Mr. Arunesh Singh	1- Faculty In-Charge Admissions	1- Admission Cell 2- New Section to be constituted 3- Appointment of Faculty In-Charge Admissions 4- All admission related responsibilities to be withdrawn from AR-AFA 5- The description of responsibilities is indicative only and the work related to section/department to be executed in full. 6- The work Allocated by reporting officers may be additional to the work described.

VKS

5	<p>All matters related to the following:</p> <ol style="list-style-type: none"> <li>1- Examination (such as Examination conduction, Time Table, Arrangement for Examination, Marks Award Sheet etc.)</li> <li>2- Identify students for back paper, Preparation of results of regular &amp; back paper, checking, verification, Information of Result declaration to individual students,</li> <li>3- Preparation of Grade Cards, checking, issuance, Calculation &amp; Compilation of CGPI, Degree/ Convocation)</li> <li>4- Work as allocated by reporting Officer/In-charge</li> </ol>	<ol style="list-style-type: none"> <li>1-Mr. Shivam Dubey</li> <li>2-Mrs. Swabhi Singh</li> <li>3- Miss. Monica Jain</li> </ol>	<ol style="list-style-type: none"> <li>1-Dean (Academics)</li> <li>2-Faculty In-charge Examination</li> <li>3-AR-AFA</li> </ol>	<ol style="list-style-type: none"> <li>1- The description of responsibilities is indicative only and the work related to section/department to be executed in full.</li> <li>2- The work Allocated by reporting officers may be additional to the work described.</li> </ol>
6	<p>All matters related to the following:</p> <ol style="list-style-type: none"> <li>1- Scholarship</li> <li>2- Work as allocated by reporting Officer/In-charge</li> </ol>	<ol style="list-style-type: none"> <li>1- Mr. Arun Singh Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- Faculty In-Charge Scholarship</li> </ol>	<ol style="list-style-type: none"> <li>1-New Section to be constituted</li> <li>2-Appointment of Faculty In-Charge Scholarship</li> <li>3-All scholarship related responsibilities to be withdrawn from AR-AFA</li> <li>4-The description of responsibilities is indicative only and the work related to section/department to be executed in full.</li> <li>5-The work Allocated by reporting officers may be additional to the work described.</li> </ol>
7	<p>All matters related to the following: Administration, such as:</p> <ol style="list-style-type: none"> <li>1. Collection and Compilation of draft agenda for GB and BWC meeting. Support in preparation of Agenda and Minutes for GB and BWC meetings. Support in preparation of ATR against GB and BWC meetings.</li> <li>2. RTI appeals management and response. Record maintenance, Misc. supports in the matter pertaining to PMA, Drafting</li> <li>3. Work as allocated by reporting Officer/In-charge.</li> </ol>	<ol style="list-style-type: none"> <li>1- Mr. Divyanshu Verma</li> </ol>	<ol style="list-style-type: none"> <li>1- AR-AES</li> </ol>	<ol style="list-style-type: none"> <li>1-The description of responsibilities is indicative only and the work related to section/department to be executed in full.</li> <li>2-The work Allocated by reporting officers may be additional to the work described.</li> </ol>
8	<p>All matters related to the following:</p> <ol style="list-style-type: none"> <li>1- Office of Dean (Academics)</li> <li>2- Academics (such as Academic Calendar, Academic Information/data to be provided to different agencies as &amp; when required, to collect draft agenda. compilation and putting up,</li> <li>3- Academic Senate (such as circulate the agenda among the members, prepare the draft minutes of the meetings, circulate the minutes of the meetings. prepare the ATR for the meetings)</li> <li>4- Work as allocated by reporting Officer/In-charge</li> </ol>	<ol style="list-style-type: none"> <li>1- Mrs. Swabhi Singh</li> </ol>	<ol style="list-style-type: none"> <li>1- Dean (Academics)</li> <li>2- AR-AFA</li> </ol>	<ol style="list-style-type: none"> <li>1- The description of responsibilities is indicative only and the work related to section/department to be executed in full.</li> <li>2- The work Allocated by reporting officers may be additional to the work described.</li> </ol>

WKS

9	All matters related to the following:  Accounts and Finance, such as: 1- Preparation of sanction order of all bills of vendors, Institute Electricity, etc., Payment of Honorarium contractual employees, Guest Faculty etc.) 2- Preparation of sanction order of all bills of employee Medical bills, advance, children education allowance, LTC, imprest, etc., 3- Semester Fee, Mess Fee, Budget Allocation, Finance Committee. 4- Work as allocated by reporting Officer/In-charge	1- Mr. Nitin Tiwari 2- Mr. Shardul	1- Faculty In-charge (Accounts and Finance) 2- AR- AFA	1- Appointment of Faculty In-Charge Accounts and Finance 2- The description of responsibilities is indicative only and the work related to section/department to be executed in full. 3- The work Allocated by reporting officers may be additional to the work described.
10	All matters related to the office of Deputy Registrar	1- Mr. Arun Singh Yadav	1- Deputy Registrar	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
11	All matters related to the office of HoD (IT)	1- Mr. Vijay K Singh	1- HoD (IT)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
12	All matters related to the office of HoD (CS)	1. Mr. Arun Singh Yadav	1- HoD (CS)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
13	All matters related to the office of HoD (M&H)	1- Mr. Deepak Shukla	1- HoD (M&H)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
14	All matters related to the Director Office and Residence	1- Mr. Vijay K Singh 2- Ms. Swabhi Singh	Director's office	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be

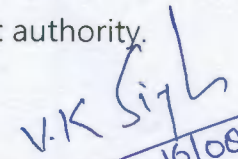
VKS

		Mr. Arunesh Singh	Director's Residence	additional to the work described.
15	All matters related to the office of Faculty In-charge (PG & Research)	1- Mr. Arunesh Singh	1-Faculty In-charge (PG & Research)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
16	All matters related to the office of Faculty In-charge (Library)	1- Ms. Monika Jain	1-Faculty In-charge (Library)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
17	All matters related to the following: Establishment, such as: 1. Support in the complete recruitment process of teaching and non-teaching employees viz Interview process, document verification, preparation of call letters, offers letters, appointment letters, office orders, etc. 2. Preparation of office orders of Visiting/Guest faculties. Preparation of different NOCs, Experience Letter & other request letters, Pay fixations 3. Work as allocated by reporting Officer/In-charge	1- Mr. Divyanshu Verma	1- AR-AES	1- The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
18	All matters related to the office of Faculty In-charge (E-Cell)	1- Mr. Deepak Shukla	1-Faculty In-charge (E-Cell)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
19	All matters related to: 1- The office of Faculty In-charge Network (such as network, telephone, Computer System/ Laptop Issue and Record Maintenance, Related Software Licenses, Online activities (classes, interviews etc.) 2- Work as allocated by reporting Officer/In-charge	1- Mr. Arunesh Singh	1-Faculty In-charge Network	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.

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	All matters related to the office of Faculty In-charge Training and Placements	1- Mr. Arun Singh Yadav	1-Concerned Faculty In-charge	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
21	All matters related to the office of Warden (Boys)	1- Mr. Deepak Shukla	1- Warden (Boys)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
22	All matters related to the office of Warden (Girls)	1- Ms. Monika Jain	1- Warden (Girls)	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
23	All matters related to: 1- IT and Services (such as LDAP creation, email) and website. 2- Work as allocated by reporting Officer/In-charge.	1- Mr. Vijay Kumar Singh	1- Concerned Faculty In-charge	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.
24	All matter related to Public Relations, Media and International Collaborations	Not Required (as of now)	1- Concerned Faculty In-charge	1-The description of responsibilities is indicative only and the work related to section/department to be executed in full. 2-The work Allocated by reporting officers may be additional to the work described.

2. The above work allocation order supersedes all the existing orders. This is with immediate effect and until further orders.
3. All the supporting staff (except the ones allocated to director's office) are allocated cubicles and space in the administration block (Hall in front of AR's offices).
4. This issues after obtaining the approval of the competent authority.

  
 (Dr. Vishal Krishna Singh)  
 Deputy Registrar (Off.)

**Copy To (Through email):-**

1. The Director- as per orders please
2. The Dean Academics/Faculty Members
3. All officers & staff members



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लखनऊ - 226002, (यू.पी.) - भारत

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Email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F.NO.IIITL/OO/2022

Date-31-01-2022

## OFFICE ORDER

Consequent upon reporting for duty, the following persons have been taken on strength of IIIT Lucknow:-

S.No.	Employee Name	Designation	Category	Consolidated Pay	Date of Joining	Reporting Officer
1	Dr. Brijesh Kumar Chaurasia	Adhoc Faculty	OBC	Rs. 1.00 Lakh per month	18/01/2022 (FN)	HoD(IT)
2.	Dr. Mary Samuei	Adhoc Faculty	UR	Rs. 1.00 Lakh per month	18/01/2022 (FN)	HoD(Mathematics)

2. The other terms and conditions of the services are subject to the terms and Offer of appointment letter and shall be governed by Act and Students of the Institute and other orders as framed in force from time to time.

Deputy Registrar

### Copy to

1. Director ( [director@iiitl.ac.in](mailto:director@iiitl.ac.in) )
2. The concerned persons
3. The Dean Academics and Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile update on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Arunesh Singh – for issuance of PC/Laptops



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email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

Des. No- 761

F. No: IIITL/20211015

Date: 06.01.2021

## Office Order

Consequent upon reporting for duty w.e.f 22/12/2020, the following staff member has been taken on strength of the Indian Institute of Information Technology Lucknow as per the details mentioned below:-

S.No	Name	Designation	Pay Level & Pay
01.	Mr. Shardul Sharma	Junior Assistant	Level 03 Pay Scale-(21700-63100)

2. The above pay fixation shall be subjected to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.

(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

### Copy To (Through email):-

1. The Director- as per orders please
2. The Dean (IPR)
3. All officers & staff members
4. Shri Vijay Kumar Singh, for issuance of email id and profile updation on the website
5. Shri Deepak Shukla- for issuance of ID Card
6. Shri Satyam Tandon- for Service Book preparation
7. Sh. Nitin- for Salary Matters
8. Shri Arunesh Singh- for issuance of Pc/laptops
9. The concerned person.





**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY**  
**LUCKNOW**

**Date: 07.01.2022**

**Office Order**

**Subject : Notification of IT Infrastructure and Services Committee -reg.**

The IT Infrastructure and Services Committee of the Institute is notified as under:

Dr. Niharika Anand	-	Chairperson
HoD(IT)	-	Member
HoD(CS)	-	Member

Sh. Arunesh Singh, JT and Sh. Deepak Shukla, JT shall provide the assistance to the committee.

2. The committee shall assess the requirement of product and services pertaining to Information Technology viz. Computers, Peripherals, Softwares, Licenses, Networking, Leased Line, Web space, online platform for classes etc. and place the same before the competent authority for approval.

**Assistant Registrar**  
**IIIT Lucknow**

**Copy To (Through mail):**

1. **The Director – As per orders please.**
2. **The Dean Academic/ Faculty Members.**
3. **All Officers and Staff Members.**



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F.NO-IIITL/20222019

Date-24/02/2022

### OFFICE ORDER

Consequent upon reporting for duty, the following faculty member has been taken on strength of the IIIT Lucknow as per below mentioned details: -

S.No	Employee Name	Designation.	Pay Level	Cell	Date of Joining	Reporting Officer
1	Dr. Muskaan Singh	Asst. Professor	10	8	02/02/2022 (FN)	HOD(CS)

Date of Next Increment-01/01/2023

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.
3. The other terms and conditions of the services are subject to the terms and Offer of appointment letter and shall be governed by the Act and Statutes of the Institute and other orders as framed in force from time to time.

*V.K.S.*  
Deputy Registrar  
IIIT Lucknow  
Deputy Registrar  
IIIT Lucknow

### Copy to (Through email)

1. Director (director@iiitl.ac.in)
2. The concerned persons
3. The Dean Academics/ Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile update on website
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चकगंजरिया (सी. जी.) सिटी,  
लखनऊ २२६००२ - उत्तर प्रदेश, भारत

Web: <https://www.iiitl.ac.in>

email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2021

Date: 28.12.2021

### Office Order

Consequent upon reporting for duty, the following faculty members have been taken on strength of the IIT Lucknow as per below mentioned details: -

S.NO	NAME	DESIGNATION	Date of Joining	Pay Level	Cell No.	Basic Pay ( INR)	Reporting Official
1.	Dr. Vishal Krishna Singh	Assistant Professor, Gr-II	22.12.2021 (A.N)	11	5	77600/-	HoD(CS)
2.	Dr. Niharika Anand	Assistant Professor, Gr-II	22.12.2021 (A.N)	11	5	77600/-	HoD(IT)
3.	Dr. Soumendu Chakraborty	Assistant Professor, Gr-II	23.12.2021 (A.N)	10	11	77500/-	HoD(CS)
4.	Dr. Abhinesh Kaushik	Assistant Professor, Gr-II	24.12.2021 (F.N)	10	8	70900/-	HoD(IT)

DNI- 01.07.2022

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.
3. The other terms and conditions of the services are subject to the terms of Offer of appointment letter and shall be governed by the Act and Statutes of the Institute and other orders as framed in force from time to time.

*Abhishek*  
28/11/2021  
(Abhishek Kumar Verma)  
Assistant Registrar

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons- They are requested to submit the Medical Certificate to the Admin Office.
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Satyam Tandon- for preparation of the Service Book/Agreement of Service
8. Sh. Nitin- for Salary Matters
9. Faculty Incharge/Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



# Indian Institute of Information Technology, Lucknow

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email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2021

Date: 05.08.2021

## Office Order

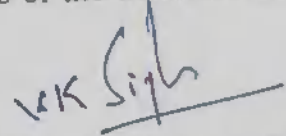
Consequent upon reporting for duty, the following faculty members have been taken on strength of the IIIT Lucknow as per below mentioned details: -

S.No.	Name	Designation	Pay Level & Pay (in Rs.)	Department	Reporting Official
01.	Dr. Mainak Adhikari	Assistant Professor Grade (II)	Level 10, Cell-08 & Rs. 70,900/-	Computer Science	HoD (CS)
02.	Dr. Rahul Kumar Verma	Assistant Professor Grade (II)	Level 10, Cell-08 & Rs. 70,900/-	Computer Science	HoD (CS)

Date of Next Increment- 01.07.2022

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.

3. The other terms and conditions of the services are subject to the terms of Offer of appointment letter and shall be governed by the Act and Statutes of the Institute and other orders as framed in force time to time.

  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

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8. Sh. Nitin- for Salary Matters
9. Faculty Incharge/Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



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भारतीय सूचना प्रौद्योगिकी संस्थान – लखनऊ

चकगंजरिया (सी. जी.) सिटी ,

लखनऊ २२६००२ - उत्तर प्रदेश, भारत

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email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No.: IIITL/00/2021

Date: 02.12.2021

### OFFICE ORDER

**Subject: Constitution of Institute purchase committees (IPC) for Procurement of various items such as Furniture & Fixtures (Hostel, Mess, Office, Classroom & Lab), Teaching Aids, Computer, Printers, Photocopiers, Water Cooler, Purifier, Softwares, ERP and various Services through Outsourcing, etc.**

The following committees have been constituted for addressing the various procurement needs of IIIT Lucknow:

#### **A. For Purchases amounting to Rs. 50 Lacs and above**

1	Dean (IPR)	Chairperson
2	HoD (CS)	Member
3	HoD (IT)	Member
4	HoD(Mathematics)	Member
5	HoD (M&H)	Member
6	AR(AFA)	Member(Finance)
7	AR(AES)	Member (Secretary)

#### **B. For Purchases between Rs. 25000/- to Rs. 50 Lacs**

1	HoD (M&H)	Chairperson
2	HoD (CS)	Member
3	HoD (IT)	Member
4	HoD(Mathematics)	Member
5	AR(AFA)	Member(Finance)
6	AR(AES)	Member (Secretary)

The quorum of the committees shall be 4 including the mandatory presence of Chairperson, a Member, Member (Finance), Member Secretary. The presence of Indenter is required. The committee shall invite Budgetary Quotations from reputed OEM/ Authorized Vendors and take the budgetary approval from the competent authority. The committee shall finalize the specifications, Terms & Conditions of the tender for the indented items to be procured and recommend standardization of

items wherever felt necessary. Further the IPC shall evaluate (technical and financial) the various bids received after following the due purchase procedure as per GFR-2017, and submit its recommendations for the approval of the competent authority. After the approval of the competent Authority, a purchase order shall be issued. The committee shall be functional till further orders.

**Sd/-**  
**Assistant Registrar (S&P)**  
**IIT Lucknow**

**Copy to (Through email):**

- 1. All committee members**
- 2. Concerned File**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY**  
**LUCKNOW**

F.No:-IITL/00/2022

Date: 17.03.2022

**Office Order**

**Subject: Assignment of duties-reg.**

The following duties are assigned to the concerned persons as per below mentioned details:

S.No.	Name of the Faculty	Details of Duties
01.	Dr. Indira Mishra	• HoD (Maths)
02.	Dr. Niraj Kumar Vishvakarma	• HoD (Management )
03.	Dr. Abhinesh Kaushik	• Faculty In-Charge Student Activity
04.	Dr. Soumendu Chakraborty	• Faculty In-Charge Exam ( <b>w.e.f.21.03.2022</b> )
05.	Dr. Varun Sharma	• Faculty In-Charge Accounts (support for annual account and Audit)
06.	Dr. Vinod Kumar	• Faculty In-Charge HR • Warden (Boys)
07.	Dr. Neelu & Dr. Muskaan Singh	• Faculty In-Charge Foreign Collaboration & International Students
08.	Dr. Muskaan Singh	• Faculty In-Charge P G Programme (CS) • Faculty In-Charge CDSAI (Center for Data Science & AI)
09.	Dr. Bindu singh	• Faculty In-Charge Library • Faculty In-Charge Incubation
10.	Dr. Niharika Anand	• Faculty In-Charge Network • Faculty In-Charge Research
11.	Dr. Vishal Krishna Singh	• Faculty In-Charge Placement • Deputy Registrar (Officiating)
12.	Dr. Dhananjoy Dey	• Dean (Academic) • Dean (IPR)

13.	Dr. Rahul Kumar Verma	• Faculty In-Charge Scholarship
14.	Dr. Deepshikha Agarwal	• HoD (IT)
15.	Dr. Mainak Adhikari	• HoD (CS)
16.	Dr. Mary Samuel	• Warden (Girls)
17.	Dr. Brijesh Kumar Chaurasia	• Faculty In-Charge Convocation & Alumini

2. This is with immediate effect and until further orders.



**Deputy Registrar  
IIIT Lucknow**

**Copy to (Through mail):**

- 1. The Director - As per orders please.**
- 2. The Dean Academic/ Faculty Members.**
- 3. All Officers and Staff Members.**





## Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,  
Lucknow – 226002, (U.P.) – India

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

चकगंजरिया (सी.जी.) शहर,  
लखनऊ - 226002, (यू.पी.) - भारत

Web: <https://www.iiitl.ac.in>

Email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F.NO.iiITL/20222020

Date-24-03-2022

### OFFICE ORDER

Consequent upon reporting for duty, the following faculty member has been taken on strength of the iiIT Lucknow as per below mentioned details: -

S.No.	Employee Name	Designation	Pay Level	Cell	Date of Joining	Reporting Officer
1	Dr. Naveen Saini	Asst. Professor	10	8	16/03/2022 (FN)	HOD(CS)

Date of Next Increment-01/01/2023

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.
3. The other terms and conditions of the services are subject to the terms and Offer of appointment letter and shall be governed by Act and Students of the institute and other orders as framed in force from time to time.

*V.K. Singh*  
Deputy Registrar

#### Copy to (Through email)

1. Director ([director@iiitl.ac.in](mailto:director@iiitl.ac.in))
2. The concerned persons
3. The Dean Academics and Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile update on website
6. Shri Deepak Shukla- for issuance of ID Card *and*
7. ~~Shri Satyam Tandon~~ for Service Book preparation
8. Shri Arunesh Singh – for issuance of PC/Laptops



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email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2021

Date: 24.09.2021


## Office Order

Consequent upon reporting for duty, the following faculty member has been taken on strength of the IIT Lucknow as per below mentioned details: -

Sr. No.	Name	Designation	Pay Level & Pay (in Rs.)	Date of Joining	Department	Reporting Official
01.	Dr. Niraj Kumar Visvakarma	Assistant Professor Grade (I)	Level 12, Cell-01 & Rs. 101500/-	13.09.2021 (FN)	Management & Humanities	HoD (M&H)

Date of Next Increment- 01.07.2022

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.
3. The other terms and conditions of the services are subject to the terms of Offer of appointment letter and shall be governed by the Act and Statutes of the Institute and other orders as framed in force time to time.

  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons- They are requested to submit the Medical Certificate to the Admin Office.
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Satyam Tandon- for preparation of the Service Book/Agreement of Service
8. Sh. Nitin- for Salary Matters
9. Faculty Incharge/Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



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F. No: IIITL/00/2021

Date: 14.09.2021

## Office Order

Consequent upon reporting for duty, the following faculty member has been taken on strength of the IIIT Lucknow as per below mentioned details: -

Sr. No.	Name	Designation	Pay Level & Pay (in Rs.)	Date of Joining	Department	Reporting Official
01	Dr. Chandranath Adak	Assistant Professor Grade (II)	Level 11, Cell-02 & Rs. 71000/-	06.09.2021 (FN)	Computer Science	HoD (CS)

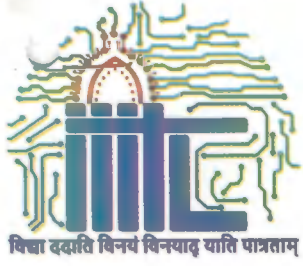
Date of Next Increment- 01.07.2022

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.
3. The other terms and conditions of the services are subject to the terms of Offer of appointment letter and shall be governed by the Act and Statutes of the Institute and other orders as framed in force time to time.

*V.K Singh*  
14/09/2021  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons- They are requested to submit the Medical Certificate to the Admin Office.
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Satyam Tandon- for preparation of the Service Book/Agreement of Service
8. Sh. Nitin- for Salary Matters
9. Faculty Incharge/Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



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F. No: IIITL/00/2021

Date: 02.09.2021

## Office Order

Consequent upon reporting for duty, the following faculty members have been taken on strength of the IIIT Lucknow as per below mentioned details: -

Sr. No.	Name	Designation	Pay Level & Pay (in Rs.)	Date of Joining	Department	Reporting Official
01	Dr. Varun Sharma	Assistant Professor Grade (II)	Level 10, Cell-08 & Rs. 70,900/-	17.08.2021 (FN)	Management & Humanities	HoD (M&H)
02.	Dr. Deepshikha Agarwal	Assistant Professor Grade (II)	Level 11, Cell-02 & Rs. 71000/-	19.08.2021 (FN)	Information Technology	HoD (IT)

Date of Next Increment- 01.07.2022

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.
3. The other terms and conditions of the services are subject to the terms of Offer of appointment letter and shall be governed by the Act and Statutes of the Institute and other orders as framed in force time to time.

*V.K Singh*  
02/09/2021  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons- They are requested to submit the Medical Certificate to the Admin Office.
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website
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F. No: IIITL/00/2021

Date: 29.10.2021

## Office Order

Subject: Allocation of work-reg.

The undersigned is directed to apprise that until further orders, the following faculty members of the Institute have been following assigned duties as mentioned below:

Sr. No.	Name of the Faculty Members	Role
1.	Dr. Deepshikha Agarwal	HoD(IT)(I)
2.	Dr. Mainak Adhikari	HoD (CS) (I)
3.	Dr. Brijesh Kumar Chaurasia	In-charge(Admissions)

2. This issues with the approval of the competent authority.

  
29/10/2021  
(Abhishek Kumar Verma)  
Assistant Registrar (Admin.)

### Copy to (Through email): -

1. The Director- as per orders please
2. The concerned Persons
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for updating on website