

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ
**INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY LUCKNOW**

F.No.: IITL/00/2023
Date: 04.08.2025

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

The following employees are being assigned duties as per below mentioned details with immediate effect:

| S. No. | Name of the Employee | Details of Duties |
|--------|----------------------|---|
| 1 | Dr. Madhurima Datta | Chairperson, SGRC (Student Grievance Redressal Committee) |
| 2 | Dr. Shubhra Jain | Member, SGRC (Student Grievance Redressal Committee) |

The above employees will serve as part of the committee in addition to the already existing members.

Abhinav Koushik
04/ Aug/25

Deputy Registrar / उप कुलसचिव
भा.सू.प्रौ.सं.लखनऊ / IITL

Copy To:

1. Concerned Employees
2. Respective File



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 २२६००२ - उत्तर प्रदेश, भारत

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

email: contact@iitl.ac.in

Despatch No. - 1133

F.No. IIITL/00/2023

Date: 14.08.2024

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

The following duty is being assigned to the concerned person as per below mentioned details with immediate effect:

| Name of the Faculty | Details of Duties | Remarks |
|--|--------------------------|--|
| Dr. Rahul Kumar Verma, Assistant Professor | Warden (Boys Hostel) | With immediate effect |
| Dr. Sushil Kumar Tiwari, Assistant Professor | Warden (Boys Hostel) | w.e.f. previous Office Order No. IIITL/00/2023 dt. 18.08.2023 & 18.12.2023 (copy attached) |

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

Ashish Kaulik
14/08/24

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) : / प्रतिलिपि (ईमेल के माध्यम से):

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



भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
LUCKNOW

F.No. IIITL/OO/2022-23

दिनांक/Date: 18.12.2023

कार्यालय आदेश/Office Order

विषय - कर्तव्यों का आवंटन

Subject: Assignment of duties-reg.

निम्न कर्तव्यों का आवंटन संबंधित व्यक्तियों को विवरणानुसार किया जाता है/ The following duties are assigned to the concerned persons as per below mentioned details with immediate effect and until further orders :

| क्रम S.No. | शिक्षक का नाम/ Name of the Faculty/ | कर्तव्य विवरण/Details of Duties |
|---------------|--|--|
| 01. | Dr. Sushil Kumar Tiwari | Warden, Boys Hostel (I & II), IIT Lucknow |
| 02. | Dr. Shubhra Jain | Faculty In-Charge, PG Programme (CS) |
| | | Member of Disciplinary Committee |
| 03. | Dr. Sirsendu Shekhar Barman | CPIO |
| | | Nodal Officer (2nd) for Scholarship (U.P.) |

The concerned persons shall continue to be the members of all existing committee.

2. इसे सक्षम प्राधिकारी की स्वीकृति के पश्चात जारी किया जाता है। This issues with the approval of competent authority.

Abhinav Kaushik
18/12/23

उप कुलसचिव/Deputy Registrar

प्रति (ईमेल से) Copy To (Through mail):

- निदेशक/The Director - आदेशानुसार/As per orders please.
- संबंधित शिक्षक/Concerned Faculty member
- अधिष्ठाता (आई.पी.आर)/ Dean (IPR)



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

F.No. IITL/00/2023

Date: 18.08.2023

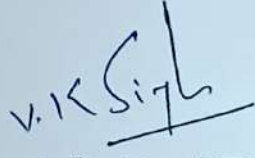
OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|-------------------------|---|
| Dr. Abhinesh Kaushik | Faculty In-Charge- Training and Placement |
| | CPIO |
| Dr. Saurabh Shukla | Faculty In-Charge -Research |
| Dr. Sushil Kumar Tiwari | Warden (Boys) -II |
| Dr. Madhurima Datta | Faculty In-Charge (Time-Table) |

2. This is with effect from 21.08.2023 until further orders.


Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) :/प्रतिलिपि (ईमेल के माध्यम से):

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



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चकगंजरिया (सी. जी.) सिटी,

लखनऊ २२६००२ - उत्तर प्रदेश, भारत

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email: contact@iiitl.ac.in

F.No. IIITL/OO/2023

Date: 29.11.2024

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|---------------------|---------------------------------------|
| Dr. Bindu Singh | Faculty In-Charge (Incubation Centre) |

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

Abhinav Kausik
29/11/24

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) : / प्रतिलिपि (ईमेल के माध्यम से) :

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



Indian Institute of Information Technology, Lucknow
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लखनऊ २२६००२ - उत्तर प्रदेश, भारत

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F.No. IITL/OO/2023

Date: 28.04.2025

कार्यालय आदेश/OFFICE ORDER

Subject: Assignment of duties-reg.

Consequent upon grant of leave to Dr. Ankita Srivastava, the work being looked after her is assigned to Dr. Madhurima Datta as under :

- Faculty In-Charge (Library)
- Faculty In-Charge (Convocation & Alumni)

- This is with immediate effect and until further orders.

अक्षिषेक
२९/०४/२०२५

सहायक कुलसचिव /Assistant Registrar

प्रतिलिपि (ईमेल के माध्यम से) : / Copy to (Through mail) :

- The Director – As per orders please.
- The Faculty Members.
- All Officers and Staff Members.



भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
LUCKNOW

F.No. IITL/00/2024

दिनांक: 24.01.2024

कार्यालय आदेश/Office Order

विषय - कर्तव्यों का आवंटन

Subject: Assignment of duties-reg.

निम्न कर्तव्यों का आवंटन संबंधित व्यक्तियों को विवरणानुसार किया जाता है/ The following duties are assigned to the concerned person as per below mentioned details:

| क्रम S.No. | शिक्षक का नाम/Name of the Faculty/ | कर्तव्य विवरण/Details of Duties | Effective from/से प्रभावी |
|---------------|---------------------------------------|---|------------------------------|
| 01. | डॉ. सौरभ शुक्ला Dr. Saurabh Shukla | विभागाध्यक्ष (कंप्यूटर विज्ञान) HoD (Computer Science) | 24.01.2024 |

2. इसे सक्षम प्राधिकारी की स्वीकृति के पश्चात जारी किया जाता है। This issues with the approval of competent authority.

Abhinav Kaushik
24/01/24

उप कुलसचिव/Deputy Registrar

प्रति (ईमेल से)/Copy To (Through mail):

- निदेशक आदेशानुसार/The Director-As per orders please.
- संबंधित शिक्षक/Concerned Faculty member
- अधिष्ठाता (आई.पी.आर)/ Dean (IPR)
- एवरीवन/everyone



Indian Institute of Information Technology, Lucknow
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चकगंजरिया (सी. जी.) सिटी,
लखनऊ २२६००२ - उत्तर प्रदेश, भारत
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F.No. IIITL/OO/2023
Date: 19.04.2024

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|------------------------|---------------------------------------|
| Dr. Varun Sharma | Faculty In-Charge (Incubation Centre) |
| Dr. Ankita Shrivastava | Faculty In-Charge (Library) |

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

Abhinav Kaulik
19/04/24

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) : / प्रतिलिपि (ईमेल के माध्यम से) :

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

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Despatch No. - 1111

F.No. IIITL/OO/2023

Date: 06.06.2024

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Designation | Details of Duties |
|-------------------------------|--|
| Faculty In-charge Examination | Nodal Officer for National Academic Depository (NAD) |

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

For
Kasim Shauq
07/06/24
Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) : / प्रतिलिपि (ईमेल के माध्यम से) :

1. The Director – As per orders please.
2. The Dean Academics/ Faculty Members.
3. All Officers and Staff Members.
4. Concerned File



Indian Institute of Information Technology, Lucknow
Chak Ganjaria (C.G.) City.

Lucknow – 226002, (U.P) – India

भारतीय सूचना प्रौद्योगिकी संस्थान – लखनऊ
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लखनऊ २२६००२ - उत्तर प्रदेश, भारत

email: contact@iiitl.ac.in

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

Despatch No. - 1110

F.No. IIITL/OO/2023

Date: 06.06.2024

01.07.2024

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name/Designation | Details of Duties | Effective from |
|--|---|----------------|
| Faculty In-charge Research (Dr. Padma Tripathi) | Nodal Officer for Public services offered by the institute in the areas of Education, Research, Training, Consultancy | 04.06.2024 |
| Dr. Shubhra Jain | NEP Coordinator/Nodal Officer | 05.02.2024 |

Abhinav Kaulik

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) : / प्रतिलिपि (ईमेल के माध्यम से) :

1. The Director – As per orders please.
2. The Dean Academics/ Faculty Members.
3. All Officers and Staff Members.
4. Concerned File



Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,

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भारतीय सूचना प्रौद्योगिकी संस्थान – लखनऊ

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लखनऊ २२६००२ - उत्तर प्रदेश, भारत

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

email: contact@iitl.ac.in

Despatch No. - 1133

F.No. IIITL/00/2023

Date: 14.08.2024

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

The following duty is being assigned to the concerned person as per below mentioned details with immediate effect:

| Name of the Faculty | Details of Duties | Remarks |
|--|--------------------------|--|
| Dr. Rahul Kumar Verma, Assistant Professor | Warden (Boys Hostel) | With immediate effect |
| Dr. Sushil Kumar Tiwari, Assistant Professor | Warden (Boys Hostel) | w.e.f. previous Office Order No. IIITL/00/2023 dt. 18.08.2023 & 18.12.2023 (copy attached) |

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

Ashish Kausik
14/08/24

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) : / प्रतिलिपि (ईमेल के माध्यम से):

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



भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
LUCKNOW

F.No. IIITL/OO/2022-23

दिनांक/Date: 18.12.2023

कार्यालय आदेश/Office Order

विषय - कर्तव्यों का आवंटन

Subject: Assignment of duties-reg.

निम्न कर्तव्यों का आवंटन संबंधित व्यक्तियों को विवरणानुसार किया जाता है/ The following duties are assigned to the concerned persons as per below mentioned details with immediate effect and until further orders :

| क्रम S.No. | शिक्षक का नाम/ Name of the Faculty/ | कर्तव्य विवरण/Details of Duties |
|---------------|--|--|
| 01. | Dr. Sushil Kumar Tiwari | Warden, Boys Hostel (I & II), IIT Lucknow |
| 02. | Dr. Shubhra Jain | Faculty In-Charge, PG Programme (CS) |
| | | Member of Disciplinary Committee |
| 03. | Dr. Sirsendu Shekhar Barman | CPIO |
| | | Nodal Officer (2nd) for Scholarship (U.P.) |

The concerned persons shall continue to be the members of all existing committee.

2. इसे सक्षम प्राधिकारी की स्वीकृति के पश्चात जारी किया जाता है। This issues with the approval of competent authority.

Abhinav Kaushik
18/12/23

उप कुलसचिव/Deputy Registrar

प्रति (ईमेल से) Copy To (Through mail):

- निदेशक/The Director - आदेशानुसार/As per orders please.
- संबंधित शिक्षक/Concerned Faculty member
- अधिष्ठाता (आई.पी.आर)/ Dean (IPR)



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

F.No. IITL/00/2023

Date: 18.08.2023

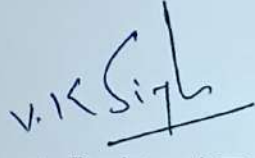
OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|-------------------------|---|
| Dr. Abhinesh Kaushik | Faculty In-Charge- Training and Placement |
| | CPIO |
| Dr. Saurabh Shukla | Faculty In-Charge -Research |
| Dr. Sushil Kumar Tiwari | Warden (Boys) -II |
| Dr. Madhurima Datta | Faculty In-Charge (Time-Table) |

2. This is with effect from 21.08.2023 until further orders.


Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) :/प्रतिलिपि (ईमेल के माध्यम से):

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



भारतीय सूचना प्रौद्योगिकी संस्थान – लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

F.No. IITL/00/2023
Date: 18.10.2023

Des. No.- 999

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: -

| S.No. | Name | Designation | Pay Level & Pay (in Rs.) | Joining Date | Date of next Increment | Reporting Officer |
|-------|------------------|---------------------|--------------------------------------|-----------------|------------------------|-------------------|
| 01. | Dr. Shubhra Jain | Assistant Professor | Level 11-(Cell No - 02) & Rs71,000/- | 04.10.2023 (FN) | 01.07.2024 | HoD (IT) |

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.

Abhinav Koushik

Deputy Registrar

Copy To (Through email): -

1. The Director -as per orders please.
2. The Dean Academics/Faculty Members.
3. All officers & staff members
4. Shri Vijay Kumar Singh- for issuance of email id and profile updating on website
5. Shri Deepak Shukla- for issuance of ID Card
6. Ms. Deepika- for Service Book preparation
7. Sh. Nitin- for Salary Matters
8. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
LUCKNOW

फाइल नं- आई.आई.आई.टी.एल /पी.एफ./2022-23

दिनांक/Date: 09.11.2023

कार्यालय आदेश/Office Order

विषय - कर्तव्यों का आवंटन

Subject: Assignment of duties-reg.

निम्न कर्तव्यों का आवंटन संबंधित व्यक्तियों को विवरणानुसार किया जाता है/ The following duties are assigned to the concerned persons as per below mentioned details :

| क्रम S.No. | शिक्षक का नाम/ Name of the Faculty/ | कर्तव्य विवरण/Details of Duties |
|---------------|--|---|
| 01. | डॉ. राहुल कुमार वर्मा | (एससी/एसटी/ओबीसी) के लिए नोडल अधिकारी/ Nodal Officer for (SC/ST/OBC) |

2. इसे सक्षम प्राधिकारी की स्वीकृति के पश्चात जारी किया जाता है। This issues with the approval of competent authority.

Abhinav Koushik

उप कुलसचिव/Deputy Registrar

प्रति (ईमेल से) Copy To (Through mail):

- निदेशक/The Director – आदेशानुसार/As per orders please.
- संबंधित शिक्षक/Concerned Faculty member
- अधिष्ठाता (आई.पी.आर)/ Dean (IPR)



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 २२६००२ - उत्तर प्रदेश, भारत

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फा. न०. आईआईआईटीएल/बागवानी कार्यकर्ता/ऑऑ/2023

डिस्पैच नंबर-1027

दिनांक: - 09/12/2023

OFFICE ORDER/कार्यालय आदेश

Consequent upon reporting for duties w.e.f. 13.10.2023, the competent authority has accepted the joining report in respect of the following person: -

| S.No. | Name | Designation | Consolidated Remuneration per Month | Joining Date | Assigned days of duties in a month |
|-------|-------------------------|---------------------------|-------------------------------------|-----------------|--|
| 01. | Sh. Anil Kumar Malaviya | Consultant (Horticulture) | 35000/- | 13.10.2023 (FN) | 15 days in a month or three days in week |

2. The duties of Consultant (Horticulture) involve the development of Horticulture activities in the Campus. He may assign the duties to the gardeners as per the dynamic requirement of the Institute. Further, any proposal for campus development involving the procurement of plants, fertilizers & nursery and other associated activities may be prepared by him.

Arunesh Kaushik
9/12/23

उप कुलसचिव, भा.सू.प्रौ.सं.लखनऊ/
Deputy registrar
IIT-Lucknow

Copy to: -

1. The Director- As per order please
2. The concerned persons
3. The Dean Academics and Faculty Members
4. All officers & staff members
6. Shri Deepak Shukla for issuance of ID Card
7. Shri Vijay Kumar Singh- for issuance of email id and profile update on website
8. Shri Arunesh Singh- for information



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

E.No. IITL/00/2023

Date: 31.07.2023

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|--|--|
| Dr. Mary Samuel Assistant Professor | HoD (Mathematics) (I) |
| | Warden (Girls Hostel) |
| | Member of Students Grievance Redressal Committee |

2. This is with effect from 26.07.2023 until further orders.

V.K. Singh

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) :/प्रतिलिपि (ईमेल के माध्यम से):

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



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

E.No. IITL/00/2023

Date: 18.08.2023

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|-------------------------|---|
| Dr. Abhinesh Kaushik | Faculty In-Charge- Training and Placement |
| | CPIO |
| Dr. Saurabh Shukla | Faculty In-Charge -Research |
| Dr. Sushil Kumar Tiwari | Warden (Boys) -II |
| Dr. Madhurima Datta | Faculty In-Charge (Time-Table) |

2. This is with effect from 21.08.2023 until further orders.

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) :/प्रतिलिपि (ईमेल के माध्यम से):

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

An Institute of National Importance by Act of Parliament
Chak Ganjaria (C.G.) City, Lucknow - 226002, (U.P.) - India

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

संसद के अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान
चक गंजरिया (सी.जी.) सिटी, लखनऊ 226002 - (उत्तर प्रदेश), भारत

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

email: contact@iiitl.ac.in



F.No. IIITL/00/2023

Date: 29.08.2023

Office Order

Subject : Assignment of duties-reg.

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

| Sr. No. | Name of Faculty | Details of Duties |
|---------|----------------------|--------------------------------|
| 01. | Dr. Abhinesh Kaushik | Deputy Registrar (Officiating) |

2. This is w.e.f. 01/09/2023 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.



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

E.No. IITL/00/2023

Date: 31.07.2023

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|--|--|
| Dr. Mary Samuel Assistant Professor | HoD (Mathematics) (I) |
| | Warden (Girls Hostel) |
| | Member of Students Grievance Redressal Committee |

2. This is with effect from 26.07.2023 until further orders.

V.K. Singh

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) :/प्रतिलिपि (ईमेल के माध्यम से):

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



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

E.No. IITL/00/2023

Date: 18.08.2023

OFFICE ORDER/कार्यालय आदेश

Subject: Assignment of duties-reg.

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

| Name of the Faculty | Details of Duties |
|-------------------------|---|
| Dr. Abhinesh Kaushik | Faculty In-Charge- Training and Placement |
| | CPIO |
| Dr. Saurabh Shukla | Faculty In-Charge -Research |
| Dr. Sushil Kumar Tiwari | Warden (Boys) -II |
| Dr. Madhurima Datta | Faculty In-Charge (Time-Table) |

2. This is with effect from 21.08.2023 until further orders.

Deputy Registrar/ उप कुलसचिव

Copy to (Through mail) :/प्रतिलिपि (ईमेल के माध्यम से):

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**

F.No. IITL/OO/2022

Date: 11.11.2022


Office Order

Subject: Assignment of duties-reg.

Consequent upon receiving of request of Sh. Deepak Shukla, Junior Technician regarding grant of Medical Leave, following duties being looked after by Shri Deepak Shukla are assigned as per below mentioned details.

| S.No. | Roles and Responsibilities | Name and Designation | Remarks |
|-------|---|--|--|
| 1 | All matters related to the following: 1- All matters related to Form 16, Salary, NPS etc. 2- Diary/Dispatch of the Letters/correspondence, Postage of the letters 3- Work as allocated by reporting Officer/In-charge 4- All matters related to the office of HoD (M&H) 5- All matters related to the office of Warden (Boys). | 1-Mr. Arunesh Singh, Junior Technician | 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 duty assigned above shall be in continuation to the existing duties and responsibilities being looked after by Shri Arunesh Singh, Junior Technician. This is with immediate effect and till such time Sh. Shukla resumes for duty.


Deputy Registrar
IIT Lucknow

Copy To (Through mail):

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



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

फाइल नं- आई.आई.आई.टी.एल/ऑऑ/2022-23

दिनांक: 25.05.2023

कार्यालय आदेश/Office Order

विषय - कर्तव्यों का आवंटन

Subject: Assignment of duties-reg.

निम्न कर्तव्यों का आवंटन संबंधित टीम को विवरणानुसार किया जाता है।

The following teams are assigned the duties as per below mentioned details:

- **Admission Managment Module:/ प्रवेश प्रबंधन मॉड्यूल**
 - HoD CS- M.Tech Admissions
 - HoD IT - B.Tech Admissions
 - HoD MBA- MBA Admissions
 - AR-AFA
 - **Academic Bank of Credits (ABC) ID Integration:/अकादमिक बैंक ऑफ क्रेडिट (एबीसी) आईडी एकीकरण**
 - Faculty-In-Charge Exam
 - Mr. Shivam Dubey (Exam -Cell)
 - AR-AFA
2. इसे सक्षम प्राधिकारी की स्वीकृति के पश्चात जारी किया जाता है।
This issues with the approval of competent authority.

V.K. Singh

उप कुलसचिव/Deputy Registrar

प्रति (ईमेल से)Copy To (Through mail):

1. निदेशक/The Director - आदेशानुसार/As per orders please.
2. संबंधित शिक्षक/Concerned Faculty member
3. अधिष्ठाता (आई.पी.आर)/ Dean (IPR)



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

LUCKNOW

मिसिल नं- आई.आई.आई.टी.एल/स्वतंत्रता दिवस

दिनांक- 10.08.2023

कार्यालय जापन

विषय- स्वतंत्रता दिवस 2023 -संबंधी

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ परिसर में दिनांक 15 अगस्त 2023 को 77वें स्वतंत्रता दिवस के विशिष्ट अवसर पर राष्ट्रीय ध्वजारोहण एवं राष्ट्रगान एवं अन्य कार्यक्रम आयोजित किए गए हैं। राष्ट्रीय ध्वजारोहण का समय 09.30 पूर्वाह्न है एवं कार्यक्रम मुख्य भवन के प्रांगण के सामने आयोजित किया जाएगा एवं डॉ अरुण मोहन शैरी, निदेशक, भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ द्वारा ध्वजारोहण किया जाएगा। आजादी का अमृत महोत्सव <https://www.mygov.in/campaigns/azadi-ka-amrit-mahotsav/> भी इस अवसर पर संस्थान के द्वारा मनाया जाएगा। 'हर घर तिरंगा' अभियान के अंतर्गत संस्थान के समस्त विद्यार्थी एवं कर्मचारी 13 से 15 अगस्त 2023 के मध्य संस्थान के विभिन्न भवनों, अपने निवास एवं अन्य उपयुक्त स्थलों पर राष्ट्र ध्वज को फहराएं।

विशाल कृष्ण सिंह
उप कुलसचिव

प्रतिलिपि

1. माननीय निदेशक- सूचनार्थ
2. समस्त शिक्षक गण
3. श्री अरुणेश सिंह- कृपया निदेशक के भाषण/राष्ट्रगान हेतु आवश्यक प्रबंध (स्पीकर/माइक) करें।
4. श्री विजय कुमार सिंह- वेबसाइट पर बैनर लगाएं एवं मिष्ठान वितरण हेतु देखें।
5. फेकल्टी इनचार्ज (विद्यार्थी गतिविधियां)- आपसे अनुरोध है कि निदेशक के अभिभाषण के पश्चात विद्यार्थी कार्यक्रमों का प्रस्तुतीकरण सुनिश्चित करें।



भारतीय सूचना प्रौद्योगिकी संस्थान - लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

F.No.IIITL/00/2023
Date: 10.08.2023

Des No- 964

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.) | Joining Date | Date of next Increment |
|-------|--------------------|--|---|--------------------|------------------------|
| 01. | Dr. Saurabh Shukla | Assistant Professor (CS Department) | Level 11-(Cell No. -02) & Rs. 71,000/- | 01.08.2023 (FN) | 01.07.2024 |

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.

V.K. Singh
10/08/23
Deputy Registrar
IIIT Lucknow

Copy To (Through email): -

1. The Director -as per orders please.
2. The Dean Academics/Faculty Members.
3. All officers & staff members
4. Shri Vijay Kumar Singh- for issuance of email id and profile updating on website
5. Shri Deepak Shukla- for issuance of ID Card
6. Ms. Deepika- for Service Book preparation
7. Sh. Nitin- for Salary Matters
8. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



भारतीय सूचना प्रौद्योगिकी संस्थान-लखनऊ

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

LUCKNOW

मिसिल नं- आई.आई.आई.टी.एल/स्वतंत्रता दिवस

दिनांक- 10.08.2023

कार्यालय जापन

विषय- स्वतंत्रता दिवस 2023 -संबंधी

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ परिसर में दिनांक 15 अगस्त 2023 को 77वें स्वतंत्रता दिवस के विशिष्ट अवसर पर राष्ट्रीय ध्वजारोहण एवं राष्ट्रगान एवं अन्य कार्यक्रम आयोजित किए गए हैं। राष्ट्रीय ध्वजारोहण का समय 09.30 पूर्वाह्न है एवं कार्यक्रम मुख्य भवन के प्रांगण के सामने आयोजित किया जाएगा एवं डॉ अरुण मोहन शैरी, निदेशक, भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ द्वारा ध्वजारोहण किया जाएगा। आजादी का अमृत महोत्सव <https://www.mygov.in/campaigns/azadi-ka-amrit-mahotsav/> भी इस अवसर पर संस्थान के द्वारा मनाया जाएगा। 'हर घर तिरंगा' अभियान के अंतर्गत संस्थान के समस्त विद्यार्थी एवं कर्मचारी 13 से 15 अगस्त 2023 के मध्य संस्थान के विभिन्न भवनों, अपने निवास एवं अन्य उपयुक्त स्थलों पर राष्ट्र ध्वज को फहराएं।

विशाल कृष्ण सिंह
उप कुलसचिव

प्रतिलिपि

1. माननीय निदेशक- सूचनार्थ
2. समस्त शिक्षक गण
3. श्री अरुणेश सिंह- कृपया निदेशक के भाषण/राष्ट्रगान हेतु आवश्यक प्रबंध (स्पीकर/माइक) करें।
4. श्री विजय कुमार सिंह- वेबसाइट पर बैनर लगाएं एवं मिष्ठान वितरण हेतु देखें।
5. फ़ैकल्टी इनचार्ज (विद्यार्थी गतिविधियां)- आपसे अनुरोध है कि निदेशक के अभिभाषण के पश्चात विद्यार्थी कार्यक्रमों का प्रस्तुतीकरण सुनिश्चित करें।



भारतीय सूचना प्रौद्योगिकी संस्थान - लखनऊ
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY-
LUCKNOW

F.No.IIITL/00/2023
Date: 10.08.2023

Des No- 964

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.) | Joining Date | Date of next Increment |
|-------|--------------------|--|---|--------------------|------------------------|
| 01. | Dr. Saurabh Shukla | Assistant Professor (CS Department) | Level 11-(Cell No. -02) & Rs. 71,000/- | 01.08.2023 (FN) | 01.07.2024 |

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.

V.K. Singh
10/08/23
Deputy Registrar
IIIT Lucknow

Copy To (Through email): -

1. The Director -as per orders please.
2. The Dean Academics/Faculty Members.
3. All officers & staff members
4. Shri Vijay Kumar Singh- for issuance of email id and profile updating on website
5. Shri Deepak Shukla- for issuance of ID Card
6. Ms. Deepika- for Service Book preparation
7. Sh. Nitin- for Salary Matters
8. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
LUCKNOW

Date: 18.09.2023

Office Order

Subject : Notification of Internal Complaints Committee-reg.

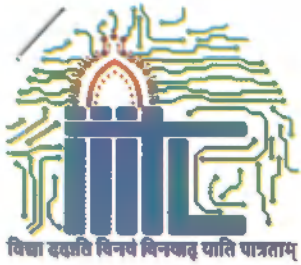
The Internal Complaints Committee of the Institute is notified as under: -

| Name | E-mail Id | |
|---|-------------------------------|----------------------|
| Dr. Deepshikha Agarwal, Asst. Professor | deepshikha@iiitl.ac.in | Presiding Officer |
| Dr. Niharika Anand, Asst. Professor | niharika@iiitl.ac.in | Member |
| Dr. Soumendu Chakraborty, Asst. Professor | soumendu@iiitl.ac.in | Member |
| Dr. Bindu Singh, Asst. Professor | bindu@iiitl.ac.in | Member |
| Dr. Neelu, Asst. Professor | neelu@iiitl.ac.in | Member |
| Smt. Neelam Bhakuni | neelam.bhakuni@rediffmail.com | External Member |

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.**



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

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. |

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

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. |

KRS

| | | | | |
|----|---|--------------------------|--------------------------------|--|
| | 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



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

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)
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



Indian Institute of Information Technology, Lucknow

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

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लखनऊ 226002 - उत्तर प्रदेश, भारत

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

email: 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.**



Indian Institute of Information Technology, Lucknow

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

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लखनऊ 226002 - उत्तर प्रदेश, भारत
email: contact@iiitl.ac.in

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

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
6. Shri Deepak Shukla – for issuance of ID Card
7. Shri Satyam Tandon – for Service Book preparation
8. Shri Arunesh Singh – for issuance of PC/Laptops



Indian Institute of Information Technology, Lucknow

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चकगंजरिया (सी. जी.) सिटी,
लखनऊ २२६००२ - उत्तर प्रदेश, भारत

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

email: 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

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

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लखनऊ 226002 - उत्तर प्रदेश, भारत

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

email: contact@iiitl.ac.in

F. No: IIITL/00/2021

Date: 05.08.2021

Office Order

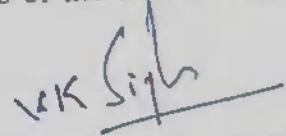
Consequent upon reporting for duty, the following faculty members have been taken on strength of the IIIT Lucknow as per below mentioned details: -

| 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): -

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

Chak Ganjaria (C.G.) City,

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चकगंजरिया (सी. जी.) सिटी ,

लखनऊ २२६००२ - उत्तर प्रदेश, भारत

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

email: 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 (w.e.f.21.03.2022) |
| 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,
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लखनऊ - 226002, (यू.पी.) - भारत

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

Email: 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.


Deputy Registrar

Copy to (Through email)

1. Director (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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Web: <https://www.iiitl.ac.in>

email: 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.



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

F. No: IIITL/00/2021

Date: 14.09.2021

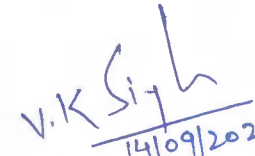
Office Order

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) |

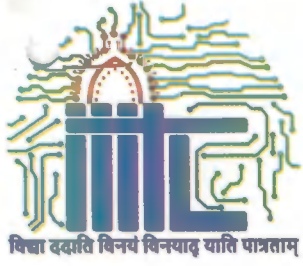
Date of Next Increment- 01.07.2022

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.


(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.



Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,
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भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

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लखनऊ 226002 - उत्तर प्रदेश, भारत

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

email: contact@iiitl.ac.in

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
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

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

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.

Abhishek
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



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

F. No: IIIITL/00/2021

Date: 04.03.2021

OFFICE ORDER

Subject: Assignment of Duties-reg.

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

| Sr. No. | Name of the faculty member | Details of Duties |
|---------|----------------------------|--|
| 01. | Dr. Niharika Anand | Faculty Incharge- PG & Research, Faculty Incharge- Network and Faculty Incharge Vigilance |
| 02. | Dr. Vinod Kumar | Warden- Boys Hostel |

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

V.K. Singh
04/03/2021
Deputy Registrar
IIIT Lucknow

Copy to (Through mail):

1. The Director- As per orders please.
2. All Faculty/Officers/Staff



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

F. No: IIITL/00/2020

Date: 12.11.2020

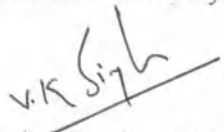
Office Order

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

| S.No. | Name | Designation | DOJ | Pay Level & Pay (in Rs.) |
|-------|-----------------------|---------------------------------|---------------|--------------------------|
| 01 | Shri Arun Singh Yadav | Junior Assistant | 04.11.20(FN) | Level 03 & Rs. 21,700/- |
| 02. | Smt. Swabhi Singh | Junior Technical Superintendent | 09.11.20 (FN) | Level 06 & Rs. 35,400/- |

Date of Next Increment- 01.07.2021

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.


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

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 issuance of email id and profile updation on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Satyam Tandon- for Service Book preparation
8. Sh. Nitin- for Salary Matters
9. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined 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.) सिटी,
लखनऊ 226002 - उत्तर प्रदेश, भारत

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

email: contact@iiitl.ac.in

Office Order

Des. No- 739

F. No: IIITL/Consultant/2020

Date: -11.11.2020

In pursuance of Offer Letter No. IIITL/Consultant/2020 dt. 11.09.2020, Sh. Avanish Kumar Srivastava, has reported for duty on 16.09.2020 (FN) as Consultant (Internal Audit).

2. The assignment is for one year w.e.f. date of Joining of Sh. Shrivastava and Sh. Srivastava shall be paid Rs. 30,000/- (Rs. Thirty Thousand only) per month. He will be available in his office for 2 days in a week (Tuesday and Friday) and 8 days in a month.
3. This Issues with 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 concerned person
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



विद्या ददाति विनयं विनयाद् याति पात्रताम्

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

OFFICE ORDER

F.No. IIITL/00/2019

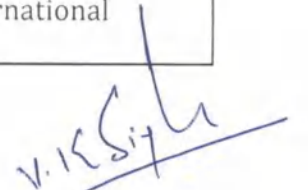
Date: 03.09.2020

Sub: Assignment of Duties- reg.

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

| S.No. | Name of the Faculty Member | Details of Duties |
|-------|--|--|
| 01. | Dr. Brijesh Chauarsia, Assistant Professor & Interim HoD(IT) | In-Charge- Network, Internet, E-mail, Domain Creation and other associated activities |
| 02. | Dr. Bindu, Assistant Professor | In-charge/Coordinator- Entrepreneurship Cell/Innovation Centre |
| 03. | Dr. Neelu, Assistant Professor | In-charge/Coordinator- a)Media & PR b)Foreign Collaboration & International Students Office |

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


Deputy Registrar
IIIT Lucknow

Copy to (Through email):

1. The Director- As per orders please
2. All Faculty/Officers/Staff



AR Admin <ar.aes@iiitl.ac.in>

Constitution of Internal Complaint Committee (ICC) of IIT Lucknow as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013-reg.-

AR Admin <ar.aes@iiitl.ac.in>

Thu, Jul 9, 2020 at 4:21 PM

To: everyone <everyone@iiitl.ac.in>

Cc: Director IIT Lucknow <director@iiitl.ac.in>, neelam.bhakuni@rediffmail.com

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

Indian Institute of Information Technology, Lucknow

Sub:- Formation of Internal Complaints Committee (ICC)-reg.

1. **Background:-** In pursuance of the direction of the Honorable Supreme Court in VISHAKA and ORS.v. STATE OF RAJASTHAN and ORS. (JT 1997(7) SC 384) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, it has now become mandatory to constitute Internal Complaints Committee at all the workplaces to look after all such complaints (as prescribed in the Act) made by the aggrieved female persons.

2. **Who can file the complaint:-** a) Any woman employee of IIT Lucknow including faculty and staff as well as any woman residing in the Campus or visiting the Campus in any capacity may file a complaint against an incident of sexual harassment.

b) Any student, irrespective of age and/or gender, may file a complaint against an incident of sexual harassment.

3. **Unwelcome acts or behavior** (whether directly or by implication):-

- Physical contact or advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4. **Circumstances leading to Sexual Harassment:** - The following circumstances, among other circumstances if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment: -

- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work or environment for her; or
- Humiliating treatment likely to affect her health or safety.

5. **How to file a complaint?**

A formal written complaint must be filed either as a hard copy or an email within 90 days of the incident about which the complaint is being filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint. The formal complaint must contain the following:

5 / 11.

- Date and time of the incident
- The place where it occurred
- Name and contact information of the accused
- Name and contact information of witnesses
- Detailed description of the incident

This cell shall undertake inquiries with regard to complaints of sexual harassment from aggrieved women employees (as defined under the Act, 2013). The complaint is kept totally confidential, and adequate protection is provided to the complainant, where necessary. Complaints are heard expeditiously while adhering to the principles of Natural Justice. Necessary recommendations are provided to the Authority on the basis of the findings of the inquiry.

6. Constitution of Internal Complaint Committee (ICC) :- In terms of Section 4 of the Act, the committee is constituted as under:-

| Name | E-mail Id | |
|---|--|-------------------|
| Dr. Indira Mishra, Asst. Professor | indira@iiitl.ac.in | Presiding Officer |
| Dr. Niharika Anand, Asst. Professor | niharika@iiitl.ac.in | Member |
| Dr. Vishal Krishna Singh, Asst. Professor & Deputy Registrar (Off.) | vks@iiitl.ac.in | Member |
| Dr. Bindu Singh, Asst. Professor | bindu@iiitl.ac.in | Member |
| Dr. Neelu, Asst. Professor | neelu@iiitl.ac.in | Member |
| Smt. Neelam Bhakuni | neelam.bhakuni@rediffmail.com | External Member |

7. The copy of the Act and Handbook issued by Ministry of Women and Child Development are also attached herewith. This is issued with the approval of the competent authority.

cc:- Shri Vijay- Pl. update the website accordingly.


Thanks and Regards/ धन्यवाद एवं आभार ।

Abhishek Kumar Verma/अभिषेक कुमार वर्मा

Assistant Registrar/ सहायक कुलसचिव

Indian Institute of Information Technology Lucknow / भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

2 attachments

 **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.pdf**
372K

 **Handbook on Sexual Harassment of Women at Workplace (1).pdf**
3305K



विद्या ददाति विनयं विनयाद् पाति पात्रताम्

Indian Institute of Information Technology, Lucknow

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

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

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लखनऊ 226002 - उत्तर प्रदेश, भारत

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

email: contact@iiitl.ac.in

F. No: IIITL/00/2019

Date:03.07.2020

Office Order

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

| Sr. No. | Name | Role |
|---------|--|---|
| 01. | Dr. Dhananjoy Dey (Assoc. Professor) | Dean- Infrastructure, Planning and Resource Management (IPR)(Interim) |
| 02. | Dr. Vinod Kumar (Asst. Professor) | HoD (Management & Humanities) (Interim) |
| 03. | Dr. Soumendu Chakraborty (Asst. Professor) | HoD (Computer Science) (Interim) |

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

V.K Singh
03/07/2020
(Dr. Vishal Krishna Singh)
Deputy Registrar (Off.)

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 issuance of email id (Dean(IPR), HoD(CS), HoD(M&H)) and profile updation on website



F. No: IIITL/00/2019

Date:03.07.2020

Office Order

Consequent upon reporting for duty w.e.f. 01.07.2020, 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.) |
|--------|-------------------|--------------------------------------|---|
| 01 | Dr. Dhananjoy Dey | Associate Professor (Mathematics) | Level 13B & Rs. 1,39,600/- (Provisional) |
| 02. | Dr. Vinod Kumar | Assistant Professor (Management) | Level 12 & Rs. 1,01,500 |
| 03. | Dr. Indira Mishra | Assistant Professor (Mathematics) | Level 11 & Rs. 71,000 |
| 04. | Dr. Bindu Singh | Assistant Professor (Management) | Level 10 & Rs. 70,900/- |

Date of Next Increment- 01.01.2021

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.

V.K Singh
03/07/2020
(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 Service Book preparation
8. Sh. Nitin- for Salary Matters
9. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

(An Institute of National Importance by Act of Parliament)

CG City, Lucknow-226002

Web : www.iiitl.ac.in

E-mail : contact@iiitl.ac.in

Des. No:535

F.NO: IIITL/00/2019
Date: 17.09.2019

OFFICE ORDER

On the recommendation of the Selection committee & consequent upon accepting the offer of appointment as Institute Medical Officer, IIITL (Part Time basis), Director of IIIT Lucknow is pleased to appoint Dr. Nagendra Mohan Mathur as an Institute Medical Officer(IMO) (Part Time) on a fixed remuneration of Rs. 35000/- per month with effect from the date of his joining i.e. 20.08.2019(FN) for 1 year or till further orders, whichever is earlier.

2. The appointment is purely temporary in nature and this order does not guarantee Dr. Mathur any permanent appointment in this Institute. The Institute shall have every right to terminate the services of IMO at any time without assigning any reasons.

3. Dr. Mathur will sit in the Room No. 102 at Institute Hostel between 05:00 P.M to 07:00 P.M (All days) and he will look after the general medical treatment of employees, their dependent family members and students along with the verification/countersigning of the medical bills of Employees, their dependent family members and Students, and forward the same for reimbursement. He shall also refer the case of employees to the C.G.H.S empaneled hospital.

4. This issues with the approval of the Competent Authority.



Dy. Registrar
IIIT Lucknow

To,

Dr. Nagendra Mohan Mathur
IMO, Room No #102, IIITL Hostel.

Copy to:

1. Director-for kind information please.
2. AR(AES)
3. AR(AFA)
4. Personal File/Concerned File
5. Everyone-Through e-mail (All the employees, their dependent family members & all the students are encouraged to utilize the medical facility provided by the Institute.

F.NO- IIITL/OO/2019

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ
Indian Institute of Information Technology, Lucknow

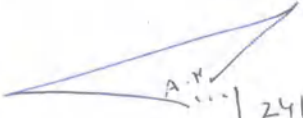
CG City, Lucknow

Date- 24.07.2019

Order

Sub: Appointment of Officiating Dean (Academic Affairs) (I)

Shri Ashutosh Mishra, Associate Professor will take over the charge of Officiating Dean (Academic Affairs) as an interim measure with immediate effect until further orders.


A.Y. 24/7/19
Director

To,

Dr. Ashutosh Mishra, Associate Professor, IIITL

Copy To,

1. Dr. Mary Samuel, Asst. Professor- for handing over the charge to Dr. Mishra
2. Everyone- through email
3. Shri Vijay Kumar Singh- for placing the Information on Website www.iiitl.ac.in

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ
(संसदीय अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान)
Indian Institute of Information Technology, Lucknow
(An Institute of National Importance by Act of Parliament, Under PPP Mode)
Camp Office - IIIT-Allahabad, Deoghat, Jhalwa, Allahabad - 211015 (U.P.) INDIA

IITL/2019/Library/NS2

In view of administrative and expenditure approval on NS1, financial quotations from the vendors are to be invited. In this regard the following is submitted:

1. As per discussion and instructions given by with competent authority (Director IIIT L) process of tendering for procurement of books may start, in view of upcoming semester which begins from August 12th-2019 as per the academic calendar. In considerations of above facts the institution may call the quotations from at least 3 vendors.

2. Accordingly as per above discussion a financial quotes opening committee of following member may be nominated to process the quotations.

| | | |
|--------------------------------|---------------------------|----------|
| a) Dr. Brijesh Kumar Chaurasia | HoD IT | Chairman |
| b) Dr. Niharika Anand | Faculty In-Charge Library | Member |
| c) Dr. Soumendu Chakraborty | Assistant Professor IT | Member |
| d) Sh. Vivekanand Sinha | Assistant Registrar (AFA) | Member |
| e) Sh. Abhishek Verma | Assistant Registrar (AES) | Member |

For your kind approval.

Niharika
16/7/19.

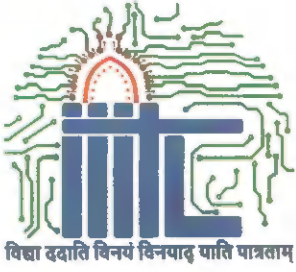
Niharika
16/7/19.
Faculty In-charge
Library

Director

Approved

A.M.

16/7/19



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

Des. No: 722

F. No.: IIITL/00/2020

Dt: 21.09.2020

OFFICE ORDER

Sub:- Formation of various Department of the Institutes-reg.

The undersigned is directed to apprise the formation of various department of the Institute as under: -

| Name of the Department | Faculty Members |
|---------------------------------------|---|
| Department of Information Technology | Dr. Brijesh Chaurasia, Head Dr. Niharika Anand, Asst. Professor Respective Guest Faculty |
| Department of Computer Science | Dr. Soumendu Chakraborty, Head Dr. Vishal Krishna Singh, Asst. Professor Respective Guest Faculty |
| Department of Management & Humanities | Dr. Vinod Kumar, Head Dr. Bindu, Asst. Professor Dr. Neelu, Asst. Professor Respective Guest Faculty |
| Department of Mathematics | Dr. Dhananjoy Dey, Head Dr. Indira Mishra, Asst. Professor Dr. Mary Samuel, Asst. Professor |

2. Dr. Mary Samuel shall also be in charge of Timetable.
3. 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

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

(संसदीय अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान)

Indian Institute of Information Technology, Lucknow

(An Institute of National Importance by Act of Parliament, Under PPP Mode)

Camp Office - IIIT-Allahabad, Deoghat, Jhalwa, Allahabad - 211015 (U.P.) INDIA

F.No.: IIITL/ORI/2019/304

Date: 4/1/19

Sub: Work Allocation

With a view to facilitate the smooth and independent operations of IIIT Lucknow, following work allocation shall take immediate effect:

| Sl. No. | Designation (Name) | Work Allocation | Remarks |
|---------|--|---|---|
| 1 | Deputy Registrar (DR) (Sh Amit Kumar Singh) | Administration, Establishment, Academic, Accounts, Stores, etc. | - |
| 2 | Assistant Registrar (AR-AES) (Sh Abhishek Kumar Verma) | Administration Establishment and Stores | Junior Superintendent Sh Divyanshu Verma shall be attached with the AR for the assigned works |
| 3 | Assistant Registrar (AR-AFA) (Sh Vivekanand Sinha) | Academic, Finance and Accounts | Junior Superintendent Sh Nitin Tiwari shall be attached with the AR for the assigned works |
| 4 | Junior Technical Superintendent (JTS1) (Sh Vijay Kumar Singh) | Network Operations including email/LDAP etc., Maintaining of N/W Infrastructure etc. | Shall be reporting directly to the Head (IT), IIIT Lucknow. |
| 5 | Junior Technician (JT1) (Sh Arunesh Singh) | Maintenance and Asset Management of Computers, Laptops, Peripherals and other electronic Equipments, Assisting in conduct of routine Labs. | |
| 6 | Junior Technician (JT2) (Sh Deepak Shukla) | | |
| 7 | Junior Technician (Library) (JTL) Ms Monika Jain | Library and Scholarship Works | |

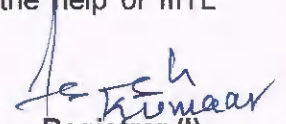
Note – In addition to the specified works, the above incumbents may be assigned other works as per the dynamic needs of the Institute.

2. To effect the above, the Staff Members of IIIT Allahabad, who were looking after various works are accordingly desired to hand over the related files as hereunder:

- DR Establishment, IIITA** – To transfer the records and files pertaining to Establishment Matters, etc and Recruitment (All – Teaching, Administrative and Technical) to Sh Amit Singh, DR, IIITL.
- Ms Jagriti Bajaj** – To handover the records and files pertaining to IIITL Scholarship matters to Ms Monika Jain.
- Sh Sanjay** - To handover the records and files/Registers etc pertaining to IIITL Stores matters to Sh Divyanshu Verma.
- Sh Rajiv Bhatia** - To handover the records and files/Registers etc pertaining to IIITL Accounts / Finance matters to Sh Vivekanand Sinha.

Contd. Pg 2/-

3. For Academic Administration Matters the Asstt Registrar looking after Academic Affairs shall report directly to the Head (IT), while for the rest of the Officers and Staff members through the Deputy Registrar.
4. While the services rendered by the IIITA Officers and Staff Members who are handing over the charge of various functions to the IIIT Lucknow counterparts are greatly appreciated, it is expected that they shall continue to assist the newly recruited IIIT L Staff to meet the institutional requirements. All IIIT L Officers and Staff are also accordingly desired to imbibe as much as possible by them to ensure that IIIT L is able to run independently, once it moves physically to Lucknow.
5. The Registrar (I) shall continue to act as the Secretary GB / BOG and liason with MHRD, State Govt etc. The DR(F&A), IIITA shall similarly look after the Finances arrangement work from MHRD alongwith the Registrar (I) and also act as the Secretary of the Finance Committee of IIIT L. Both of them shall also be available to IIIT L Officers and Staff members for any kind of support desired.
6. The Co-ordination Committee constituted for IIIT Lucknow earlier while stands dissolved, the committee of The Head (IT), The Registrar (I) and The DR(F) shall act as the oversight committee to see towards the completeness of the Campus at Chak Ganjeria, Lucknow, with the help of IIITL Officers and staff on need basis.


Registrar (I)

Copy to:

Hon. Mentor Director IIIT L and Director IIITA – As per orders pl.

All Concerned

Everyone at IIITL – by email

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

(संसदीय अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान)

Indian Institute of Information Technology, Lucknow

(An Institute of National Importance by Act of Parliament, Under PPP Mode)

Camp Office - IIIT-Allahabad, Deoghat, Jhalwa, Allahabad - 211015 (U.P.) INDIA

F.No.: IIITL/00/2019

Date: 13/03/19


Sub: Work Allocation

With a view to facilitate the smooth and independent operations of IIIT Lucknow and in continuation of earlier order No. IIITL/ORI/2019/304 dt. 04.01.2019, following work allocation shall take immediate effect.

| S.No. | Name | Work Allocation | Remarks |
|-------|-----------------------------|--|--|
| 01. | Dr. Brijesh Kumar Chaurasia | Interim Head & Coordinator, Admissions & Exam & HoD(IT) Until further orders | Consequent upon abortion of various committees constituted/offices by the Former Mentor Director, IIITL vide O.M No. IIITA/DIR/6-20/2019 dt. 27.02.2019 |
| 02. | Shri Vijay Kumar Singh | Dealing with correspondence and phone calls for Director. Managing diary and organizing meeting and appointments, booking and arranging travel, transport and accommodation. (in Addition to the existing work Allocation) | Sh. Arunesh Singh shall look after the additional work assigned to Sh. Vijay Kumar Singh in his absence. (in Addition to the existing work Allocation) |
| 03. | Shri Shivam Dubey | Shri Shivam Dubey is attached with AR_AFA for the assigned works. | |
| 04. | Shri Satyam Tandon | Shri Satyam Tandon is attached with AR-AES for the assigned works. | Shri Tandon will report to AR_AFA for the salary work and for rest of the things he will report to AR_AES |
| 05. | Shri Deepak Shukla | Sh. Deepak Shukla shall be attached with Administration for additional support. (in Addition to the existing work Allocation) | Shri Shukla will report to Deputy Registrar for the additional assignment of duties. |

In addition to the specified works, the above incumbents may be assigned other works as per the dynamic needs of the Institute.

2. This issues with the approval of competent authority.


Deputy Registrar
IIIT Lucknow

Copy to:

- Director, IIIT Lucknow-as per orders pl.
- All concerned