



भारतीय प्रबंध संस्थान उदयपुर  
Indian Institute of Management Udaipur

IIMU/HR/Orders/2024-25/18

March 20<sup>th</sup>, 2025

**कार्यालय आदेश/OFFICE ORDER**

Reference is made to earlier reporting/responsibilities of below non-teaching employees. The following staff members are hereby transferred/assigned new responsibilities. Further changes have been made in reporting authority in some cases.

S. No.	Employee Name	Old Responsibility/ Department	New Responsibility/ Department	Reporting Authority
1.	Mr. Samir Kumar Sinha	--	<ul style="list-style-type: none"> <li>➤ Security</li> <li>➤ Archive</li> <li>➤ Institute Events</li> <li><b>Supervision of:</b></li> <li>• Booking &amp; Transport</li> <li>• Store &amp; Purchase</li> <li>• Local Liaison</li> <li>• Residential facilities</li> </ul> <p style="text-align: right;">01.07.25 Onwards</p>	Chief of Administration
2.	Mr. Manoj Saini	<ul style="list-style-type: none"> <li>➤ Food &amp; Beverage</li> <li>➤ Housekeeping</li> <li>➤ Security</li> <li>➤ Institute Activities</li> </ul>	Programs Office (EMBA)	Mr. Uday Bhaskar, SAO
3.	Mr. Yashwardhan Singh Ranawat	<ul style="list-style-type: none"> <li>➤ Student Affairs</li> <li>➤ Primary Healthcare</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student Affairs</li> <li>➤ Food &amp; Beverage</li> <li>➤ Housekeeping</li> <li>➤ Primary Healthcare Centre</li> </ul>	Chief of Administration
4.	Mr. Gajender Singh Ranawat	<ul style="list-style-type: none"> <li>➤ Local Liaison</li> <li>➤ Residential Facility</li> </ul>	<ul style="list-style-type: none"> <li>➤ Local Liaison</li> <li>➤ Residential Facilities</li> <li>➤ Coordination of Institute Events</li> </ul>	<ul style="list-style-type: none"> <li>➤ COA - till 30.06.2025</li> <li>➤ Mr. Samir Sinha, AO – 01.07.25 onwards</li> </ul>
5.	Mr. Sajjan Singh	<ul style="list-style-type: none"> <li>➤ Booking/Travel Desk</li> <li>➤ Transportation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Booking/Travel Desk</li> <li>➤ Transportation</li> </ul>	Mr. Samir Kumar Sinha, AO
6.	Mr. Indraj Kumar	Store & Purchase	Store & Purchase	Mr. Samir Kumar Sinha, AO
7.	Mr. Akshay Kumar Suthar	Store & Purchase	Store & Purchase	Mr. Indraj Kumar, Executive
8.	Mr. Ramesh Chandra Dangi	<ul style="list-style-type: none"> <li>➤ Food &amp; Beverage</li> <li>➤ Housekeeping</li> </ul>	Student Affairs	Mr. Yashwardhan Singh Ranawat, Assistant Manger
9.	Ms. Madhavi Saxena	Center for Teaching & Learning	Director's Office	Chief of Administration
10.	Mr. Shashank Ranka	IT Office	Programs Office (EMBA)	Mr. Manoj Saini, AAO
11.	Ms. Meenakshi Rawal	<ul style="list-style-type: none"> <li>➤ Reception Duties</li> <li>➤ Dak</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reception Duties</li> <li>➤ Dak</li> </ul>	Mr. Samir Kumar Sinha, AO
12.	Mr. Akshay Dashora	Alumni Office	Executive PhD	Ms. Shanu Lodha, SAO

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of Competent Authority and will be effective from April 04, 2025. The handing & taking over may be initiated at individuals' convenience.

*सिवाकुमार . ए*

**सिवाकुमार मथाडा/Sivakumar Mathada**

प्रशासन प्रमुख/Chief of Administration