

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

**IRD Accounts**

No. IITD/IRD/Accounts//270

Date:-09.05.2014

**Subject: Re-distribution of work in IRD Accounts.**

In partial modification of the office memo No. IITD/IRD/Accounts/HIRA dated 08.01.2014 in the interest of work, the duties assigned to Ms. Rupri Narang, PA and Ms. Jinder Kaur, PA are hereby interchanged with immediate effect. The duties of both the officials after this redistribution are tabulated below:-

<b>Duries (Departments/Centres)</b>	<b>Primary responsibility</b>	<b>Secondary responsibility</b>
All matters relating to project activities of department/centers viz. (i) Physics (ii) Applied Mechanics (iii) Energy Studies (CES) (iv) Atmospheric Sciences (CAS) (v) Applied Research in Electronics (CARE) (vi) ITMMEC (vii) Educational Technology Services (ETSC) (viii) NRCVEE (ix) NAIP Projects; any other work assigned by AR IRD (A/Cs).	Ms. Rupri Narang (Email id:- <a href="mailto:ird3137@ird.iitd.ac.in">ird3137@ird.iitd.ac.in</a> Tel. No. 7192	Ms. Jinder Kaur
All matters relating to project activities of department/centers viz. (i) Computer Science Engineering (CSE) (ii) Mechanical Engineering (iii) Chemistry (iv) Rural Development (CRDT) (v) Biomedical Engineering (CBME) (vi) TRIPP (vii) Computer Service Centre (CSC) (viii) School of Information Technology; any other work assigned by AR IRD (A/Cs).	Ms. Jinder Kaur (Email id:- <a href="mailto:ird3087@ird.iitd.ac.in">ird3087@ird.iitd.ac.in</a> Tel. No. 7543	Ms. Rupri Narang

Both the officials may kindly ensure smooth handing over and taking over of their respective charge.

*Anup Kuksal*  
**(Anup Kuksal)**  
**AR (IRD Accounts)**

**Distribution:-**

- Ms. Rupri Narang, PA
- Ms. Jinder Kaur, PA
- Supervisor-I, IRD Accounts
- Supervisor-II, IRD Accounts
- Dean (R&D)
- Associate Dean (R&D)
- Assistant Registrar (IRD)
- Ms. Bindu, JPA
- Mr. Sudesh Kr. Bansal, SDP

: For incorporating required changes in IRIS necessitated due to this cahge

: Please email to all faculty and updating the IRD website.