



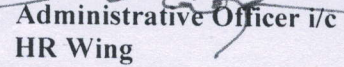
भारतीय प्रबंध संस्थान तिरुचिरापल्ली  
Indian Institute of Management Tiruchirappalli

IIMT/HR/Intra Transfer/2019-20/002

Date: September 19, 2019

**Office Order**

Ms. Pricilla, D. Junior Personal Assistant, stands transferred from HR wing to PGPM Office. She is also instructed to handover the existing HR work to Mr. Kumaraswamy A. Junior Assistant. After handing over of the existing work, the official is instructed to submit her joining report to HR wing. This order shall take effect from 19.09.2019.

  
Administrative Officer i/c  
HR Wing

19/9/2019

To  
Ms. Pricilla, D  
Junior Personal Assistant

CC: 1. Director  
2. Dean (Administration)  
3. Chairperson, PGPM  
4. CAO i/c



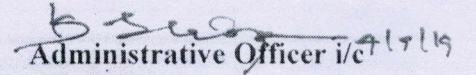
भारतीय प्रबंध संस्थान तिरूचिरापल्ली  
Indian Institute of Management Tiruchirappalli

IIMT/HR/Intra Transfer/2019-20/001

Date: September 4, 2019

**Office Order**

Ms. Pricilla, D, Junior Personal Assistant, stands transferred to HR wing. This order shall take effect from 04.09.2019 FN. The official is instructed to work in the HR wing and also advised to assist Dean (Administration) on administrative work, as and when required. In addition to this Ms. Pricilla will be acting as a Liaison Official for Chennai Campus administrative activities.

  
Administrative Officer i/c  
HR Wing

To  
Ms. Pricilla, D  
Junior Personal Assistant

CC: 1. Director  
2. Dean (Administration)  
3. CAO i/c




भारतीय प्रबंध संस्थान तिरूचिरापल्ली  
Indian Institute of Management Tiruchirappalli

IIMT/HR/Intra Transfer/2019-20/002

Date: July 17, 2019

**Office Order**

Ms. Hemalatha, S, Office Assistant, is instructed to take charge of General Administration work which was hitherto handled by Mr. Kulandai Yesu, R Junior Assistant, in addition to the existing role handled by the official in International Accreditation and Ranking work. This order shall take effect from 01.08.2019 FN. The official is advised to take over all the files/documents from Mr. Kulandai Yesu, R during the intervening period from 18.07.2019 to 31.07.2019. After taking over of the additional work, the official is instructed to submit the "handing over and taking over report" to HR wing.

  
Administrative Officer i/c  
HR Wing

To  
Ms. Hemalatha, S  
Office Assistant

Cc: 1. Director

2. Dean (Adminstration)

3. Chairperson, International Accreditation and Ranking

4. CAO i/c



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Indian Institute of Management Tiruchirappalli

IIMT/HR/Intra Transfer/2019-20/004

Date: July 17, 2019

**Office Order**

Shri. Vincent, A, Junior Assistant, stands transferred from PGPM office to Stores and Purchase section which was hither to handle-by Shri. Sivaraj, S, Junior Assistant. He is also instructed to handover the existing seat work to Ms. Rajalakshmi, C, Office Assistant. This order shall take effect from 01.08.2019 FN. The official is advised to take over all the files/documents from Shri. Sivaraj, S during the intervening period from 18.07.2019 to 31.07.2019. After handing over of the existing work, the official is instructed to submit the "handing over and taking over report" and his joining report to HR wing.

  
Administrative Officer i/c HR Wing

To  
Shri. Shri. Vincent, A  
Junior Assistant

Cc: 1. Director  
2. Dean (Administration)  
3. Chairperson, PGPM  
4. CAO i/c



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Indian Institute of Management Tiruchirappalli

IIMT/HR/Intra Transfer/2019-20/003

Date: July 17, 2019

**Office Order**

Shri. Kulandai Yesu, R, Junior Assistant, stands transferred from General Administration and Institute Travel Desk to PGPM office. He is also instructed to handover the existing General Administration work to Ms. Hemalatha, S, Office Assistant and Institute Travel Desk work to Shri. Sivaraj, S, Junior Assistant. This order shall take effect from 01.08.2019 FN. The official is advised to hand over all the files/documents related to General Administration and Institute Travel Desk during the intervening period from 18.07.2019 to 31.07.2019 to Ms. Hemalatha, S and Shri. Sivaraj, S respectively. After handing over of the existing work, the official is instructed to submit the "handing over and taking over report" and his joining report to HR wing.

  
Administrative Officer i/c 17/7/19  
HR Wing

To  
Shri. Kulandai Yesu, R  
Junior Assistant

Cc: 1. Director  
2. Dean (Administration)  
3. Chairperson, PGPM  
4. CAO i/c



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INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

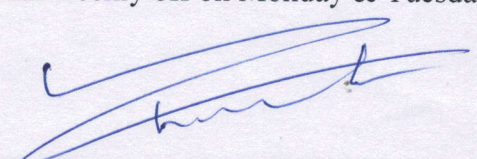
NO:EST-II/T-04/2013/101

06 September 2013

MEMORANDUM

- 01 Mr Ravi Kumar R, Personal Assistant is transferred from the Headquarters to the Chennai Centre of the Institute at Chennai with immediate effect. He will be Incharge of the Centre until further orders.
- 02 Mr Ravi Kumar and Ms K Devi, Junior Assistant at Chennai Centre will work on shift-basis at Chennai Centre in the following manner:

Ms K Devi: Shift-1: 09.00 am to 05.00 pm with weekly off on Sunday & Monday  
Mr R Ravi Kumar Shift-2: 02.00 pm to 10.00 pm with weekly off on Monday & Tuesday

  
Chief Administrative Officer

To: 1 Mr Ravi Kumar R, Personal Assistant  
2 Ms K Devi, Junior Assistant, Chennai Centre

cc: 1 Dean (Academics)  
2 Dean (Accounts & Administration)  
3 Chairperson, PGPBM, Chennai Centre  
4 Librarian & CKO  
5 FA & CAO  
6 Personnel Officer  
7 Incharge, Car/Air Booking  
8 Incharge, Mail & Despatch  
9 Individual Personal Files  
10 Mr G DAnanth  
General Manager (Technical Operation)  
GSH India Pvt Ltd, Chennai-4



भारतीय प्रबंध संस्थान तिरुचिरापल्ली  
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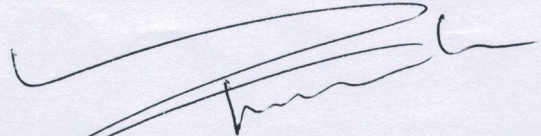
NO:EST-II/T-04/2012/187

21 December 2012

MEMORANDUM

With immediate effect, the following transfers are made:

- 1 Ms K Devi, Junior Assistant is transferred from the Headquarters to the Chennai Centre of the Institute. Accordingly, Ms Devi is advised to take charges of Chennai Centre from Mr A Kumaraswamy, Junior Assistant, who is looking after the activities of Chennai Centre.
- 2 Mr A Kumaraswamy, Junior Assistant is transferred from Chennai Centre to the Headquarters of the Institute. Accordingly, Mr Kumaraswamy is advised to hand over the charges of the Chennai Centre to Ms K Devi and report to the Personnel Officer to work in the Personnel Department.

  
Chief Administrative Officer

To: 1 Ms K Devi, Junior Assistant  
2 Mr A Kumaraswamy, Junior Assistant

cc: 1 Dean (Academics)  
2 Dean (Accounts & Administration)  
3 Chairperson, Chennai Centre  
4 FA & CAO  
5 Personnel Officer  
6 Incharge, Car/Air Booking  
7 Incharge, Mail & Despatch  
8 Librarian & CKO  
9 Individual Personal Files