



F. No. IITH/HR(S)/11/2025 /709

Dated: 18. 11.2025

OFFICE MEMORANDUM

Sub: Internal Transfers of Non-Teaching Staff

In accordance with the Internal Transfer Policy-2024 of the Institute, and with the approval of the Competent Authority, the following internal transfers of non-teaching staff are hereby ordered. The transfers will be effective from **1st January 2026**, or as per the specific instructions indicated against each transfer, whichever is later.

S.No.	Name and Designation of the Employee (S/Shri/Smt.)	From	To
1	V.S. Phani Kumari, Sr. Assistant Registrar	DOFA/ HR(Faculty)	Academic Section vice Archana Singh, Assistant Registrar
2	Archana Singh, Assistant Registrar	Academic Section	DOFA/ HR(Faculty) vice V.S. Phani Kumari, Sr. Assistant Registrar
3	T. Vijay Anand, Senior Section Officer	MS Section	ACR Office vice Lingampally Neeraja, Executive Assistant
4	Mohsin Mohammed, Senior Section Officer	Students Office	MS Section vice Nalla Srinivas, Assistant Section Officer
5	K. Malini, Senior Section Officer (on leave)	OCS Office	Stores & Purchase Section vice Sankarreddy A., Executive Assistant
6	A. Pranitha, Senior Section Officer	IR Office	Academic Section vice K. Sreenivasa Reddy, Senior Assistant
7	Reddi Meena Kumari, Senior Section Officer	ACR Office	Academic Section vice T. Lavanya, Executive Assistant
8	Priyanka Patheparapu, Section Officer (on leave)	CCE Office	IR Office vice A. Pranitha, Senior Section Officer
9	Nalla Srinivas, Assistant Section Officer	MS Section	Students Office vice Mohsin Mohammed, Senior Section Officer
10	Vijaya Lakshmi A, Assistant Section Officer	S&P Section	Department of Chemistry vice Gottapu Naga Satish, Executive Assistant
11	Dhananjay K, Hospitality Management Assistant	Guest House	Students Office vice George K.T., Hospitality Management Assistant
12	George K.T., Hospitality Management Assistant	Students Office	Guest House vice Dhananjay K, Hospitality Management Assistant
13	Gottapu Naga Satish, Executive Assistant	Dept. of Chemistry	Human Resource Section (Staff) vice Munganda Ramakesava, Assistant

14	Suchismita Banerjee, Executive Assistant	Dept. of Electrical Engineering	Internal Audit <i>vice</i> G. Vijay Kumar, Executive Assistant
15	G. Vijay Kumar, Executive Assistant	Internal Audit	Department of Electrical Engineering <i>vice</i> Suchismita Banerjee, Executive Assistant
16	Lingampally Neeraja, Executive Assistant	ACR Office	MS Section <i>vice</i> T. Vijay Anand, Senior Section Officer
17	Sankarreddy A, Executive Assistant	S&P Section	DOFA/ HR(Faculty) Section
18	T. Lavanya, Executive Assistant	Academic Section	Department of Chemical Engineering
19	K. Sreenivasa Reddy, Senior Assistant	Academic Section	Computer Centre
20	Gollapalli Nagesh, Accountant	SRC Section	F&A Section <i>vice</i> Attaluri Jeevani, Accountant
21	Attaluri Jeevani, Accountant	F&A Section	SRC Section <i>vice</i> Gollapalli Nagesh, Accountant
22	J. Rebekah, Assistant	Academic Section	S&P Section <i>vice</i> Vijaya Lakshmi A, ASO
23	Munganda Ramakesava, Assistant	HR(Staff) Section	Academic Section <i>vice</i> J. Rebekah, Assistant
24	Cheemakurthi M Subhani, MSA Gr-I	Dept. of Chemistry and Dept. of MSME	Hospital <i>vice</i> Takkoli Sivakrishnareddy, MSA Gr-I
25	Takkoli Sivakrishnareddy, MSA Gr-I	Hospital	Department of MSME <i>vice</i> Cheemakurthi M Subhani, MSA Gr-I
26	C.H. Guru Prasad, MSA Gr-II	Students Office	Security Office <i>vice</i> Prasad Boppa, MSA Gr-I
27	Prasad Boppa, MSA Gr-I	Security Office	Students Office <i>vice</i> C.H. Guru Prasad, MSA Gr-II
28	Kotamla Srikanth, MSA Gr-II	Guest House	Students Office <i>vice</i> Batti Raja Sekhar, MSA Gr-II
29	Batti Raja Sekhar, MSA Gr-II	Students Office	Guest House <i>vice</i> Kotamla Srikanth, MSA Gr-II
30	Nenavath Shiva Shankar, MSA Gr-II	Construction & Maintenance Division	Green Office <i>vice</i> Golla Vamsi Krishna, MSA Gr-I
31	Golla Vamsi Krishna, MSA Gr-I	Green Office	Department of Physics <i>vice</i> Maatla Vishal, MSA Gr-II
32	Maatla Vishal, MSA Gr-II	Dept. of Physics	Construction & Maintenance Division <i>vice</i> Nenavath Shiva Shankar, MSA Gr-II
33	B. Harshavardan Reddy, MSA Gr-I	Computer Centre and Dept. of CSE	Computer Centre

2. With reference to Sl. No. 3 above, **Shri Vijay Anand**, Senior Section Officer, shall also assist the Registrar in matters relating to legal affairs, in addition to his usual duties in the ACR Section.

3. With reference to the transfers at Sl. Nos. 6, 8 & 19 the transfer of **Ms. A. Pranitha**, Senior Section Officer, **Ms. P. Priyanka**, Section Officer and **Shri K. Sreenivasa Reddy**, Senior Assistant shall take effect from the date of rejoining of Ms. P. Priyanka, Section Officer, from leave.

4. With reference to Sl.17 above, the transfer of **Shri Sankarreddy A**, Executive Assistant, shall take effect from the date of rejoining of Ms. K. Malini, Senior Section Officer, from leave.
5. HoDs/ HoSs concerned shall ensure proper and smooth handing/ taking over of the charge between the relieving and the relieved.
6. This issues with the approval of the Competent Authority.



(वी. वेंकट राव)/ (V. Venkat Rao)
कुलसचिव/ Registrar

Distribution:

1. All non-teaching staff concerned.
2. Office of the Director.
3. Office of the Registrar.
4. All Deans/HoDs/ HoSs.
5. Faculty and Staff.
6. Personal files of staff concerned.



No.IITH/HR(S)/11/2025/ 507

Dt: 30.09.2025

कार्यालय आदेश/OFFICE ORDER

Consequent to the joining of new employees selected through NF/16 recruitment and with the approval of the competent authority, the following officials are posted/transferred to the Sections/Departments as detailed below, with effect from **01.10.2025**.

S.No	Name of the employee	Designation	Present Dept. /Section	Department/ Section posted to
1.	Shri Ragolu Kiran	Executive Assistant	Newly Joined	Stores & Purchase <i>vice</i> Shri Arun Kumar Chidruppa, JA and Ms. N Aruna, Assistant
2.	Shri Gurrām Saidulu	Executive Assistant	Newly joined	HR Section <i>vice</i> Shri V Karthik Kumar, JA who resigned.
3.	Shri Chinmaya Kumar Pradhan	Accountant	Newly Joined	SRC <i>vice</i> Shri K Shiva, EA
4.	Shri Gollapalli B Durga Manikanta Swami	Accountant	Newly Joined	CCE <i>vice</i> D Sri Hari, Assistant.
5.	Shri Arun Kumar Chidruppa	Junior Assistant	Stores & Purchase	Depts. of Mathematics and Liberal Arts
6.	Ms. N Aruna	Assistant	Stores & Purchase	OCS <i>vice</i> Ms. Malini, Sr.SO on long leave
7.	Shri K Shiva	Executive Assistant	SRC	GATE/JEE Office
8.	Shri D Sri Hari	Assistant	CCE	Dept. of Climate Change
9.	Shri B Vinod Kumar Raju	Assistant	Depts. of AI & Mathematics	Exclusively for Dept. of AI
10.	Shri Senivarapu A Archith Chandra	Junior Assistant	Depts. of EM & HST	Exclusively for Dept. of EM
11.	Shri Palpanuri Madhu	Junior Assistant	Depts. of ES & Climate Change	Depts. of HST & ES

2. Shri M. Rajashekar, who was a Junior Assistant and subsequently appointed as Executive Assistant through NF/16 recruitment w.e.f. 28.08.2025, will continue in the same section i.e Stores & Purchase Section.

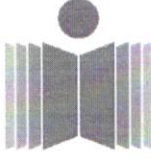
3. The Heads of the above-mentioned Sections/Departments shall ensure proper handing over/taking over of the charge between the relieving and the relieved.


సేయద్ అలీ సబీర్

సంయుక్త కులసచివ (మా.స)
(Syed Ali Sabeer)
Joint Registrar (HR)

प्रतिलिपि सूचनार्थ / Distribution:

1. संबंधित व्यक्ति / Individual concerned.
2. संबंधित विभागाध्यक्ष एवं अनुभागाध्यक्ष / HoD and HoS concerned
3. निदेशक का कार्यालय/Office of the Director.
4. कलसचिव का कार्यालय/Office of the Registrar
5. सभी संकाय एवं कर्मचारीगण/All Faculty and Staff
6. सुरक्षा कार्यालय / Security Office
7. व्यक्तिगत फाइल / Personal file.



No.IITH/HR(S)/11/2025/ *CP35*

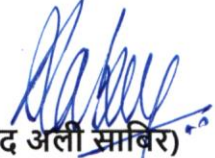
Dt: 20.05.2025

कार्यालय आदेश/OFFICE ORDER

With the approval of the Competent Authority, the following transfers of non-teaching staff are ordered with immediate effect.

Sl. No.	Name (S/Shri/Smt.)	Designation	From	To
1.	K Velmurugan	Senior Assistant	BT & BM Departments	Dept., of Biotechnology
2.	Rebba Vinod Kumar	Multi Skill Assistant-1	BT & BM Departments	M S Section
3.	B Rajander	Junior Assistant	M S Section	Dept., of Biomedical Engineering

2. The Heads of the above-mentioned Departments/ Sections shall ensure smooth and proper handing over/taking over of the charge between the relieving and the relieved officials.


(సేయద్ అలీ సాబీర్)
సంయుక్త కులసచివ (మా.సం)
(Syed Ali Sabeer)
Joint Registrar (HR)

प्रतिलिपि सूचनार्थ / Distribution:

1. संबंधित व्यक्ति / Individual concerned.
2. संबंधित विभागाध्यक्ष एवं अनुभागाध्यक्ष / HoD and HoS concerned
3. निदेशक का कार्यालय/Office of the Director.
4. कुलसचिव का कार्यालय/Office of the Registrar
5. सभी संकाय एवं कर्मचारीगण/All Faculty and Staff
6. सुरक्षा कार्यालय / Security Office
7. व्यक्तिगत फ़ाइल / Personal file.



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Kandi, Sangareddy- 502284

No. IITH/HR(S)/11/2025/S142/S235/S266/359

Dt: 09.04.2025

OFFICE ORDER

With the approval of the Competent Authority, the following officials are transferred to the sections/departments as indicated against their names below w.e.f. 15.04.2025.

Sl. No	Name and designation	Present Department / Section	Department / Section transferred to
1	Shri Anapa Krishna Prasad, Section Officer	Academic Section	Hostel Office
2	Shri Nandyala Bheemeswara Reddy, Executive Assistant	Hostel Office	Finance & Accounts
3	Shri Sandolla Dasharath, Executive Assistant	Finance & Accounts	Centre for Continuing Education

2. The Heads of the above mentioned Sections shall ensure proper handing over / taking over of the charge between the relieving and the relieved officials.

(సేయద అలీ-సాబీర్)

संयुक्त कुलसचिव (मा.सं.)
(Syed Ali Sabeer)
Joint Registrar (HR)

Distribution:

1. The individuals concerned
2. HoS & HoD concerned
3. Chair, CCE
4. All Faculty and Staff
5. Office of the Director
6. Office of the Registrar
7. Personal File