

गांधी स्मृति एवं दर्शन समिति  
**Gandhi Smriti and Darshan Samiti**  
राजघाट, नई दिल्ली  
**Rajghat, New Delhi**

कार्यालय आदेश  
**OFFICE ORDER**

फाइल स.1-1/निदेशक/गसदस/2022/65  
F. No. F.No.1-1/Director/GSDS/2022

दिनांक: 02 जून, 2023  
Dated: 2<sup>nd</sup> June, 2023

In order to ensure smooth and efficient functioning of GSDS, the Officers/Staff of GSDS are hereby entrusted with responsibility of new assignment/duty against their names. (The last order is amended to this extent)

The following arrangement will take effect immediately:-

S.No.	Name of staff	Designation	Assignment
1.	Mr. Ajay Kumar Jha	Administrative Officer	Overall in Charge of all divisions/unit not entrusted to any other officers/officials/staff.
2.	Dr. Vedabhyas Kundu	Programme Officer	In Charge of Programme Unit, DDU, CPIO and "Swachhta Ambassador" of entire Gandhi Darshan Campus.
3.	Mr. Saurabh Kumar Rai	Research Officer	In Charge of Research Unit and Overall in Charge of Gandhi Smriti Campus.,
4.	Dr. Sailaja Gullapalli	Research Associate	Research work and In Charge of Gandhi Smriti Museum & related Museum staff.
5.	Mr. Rizwan-ur-Rehman	Accounts Officer (I/C)	Accounts Division & Audit Work.
6.	Mr. Rajdeep Pathak	Programme Executive	Programme related work, OSD to Hon'ble VC & "Swachhta Ambassador" of entire Gandhi Smriti Campus.
7.	Mr. Mohit Mohan	Office Supervisor	In Charge of all Hall, Cottages & Guest House Booking.
8.	Mr. Pankaj Kumar	Technical Associate	In Charge of IT & Media Cell.
9.	Mr. Raman Kumar	Technical Associate	GD-Estate [ Proper maintenance and House Keeping of the GD Campus (covered by Gandhi Haat-Guest House-Taalaav-Satyagraha Mandap-Staff Quarter-cottage-Dormitory and adjacent area]
10.	Ms. Sunita Joshi	Asstt. Librarian	In Charge of Library and proper maintenance and House Keeping of Admin. Block as "Swachhta Ambassador".
11.	Mr. Jagdish Prasad	LDC	In Charge of Gandhi Darshan Estate and monitoring of all work being done by other agencies/contractor, electrical and security.
12.	Mr. Dilip Kumar	Group 'C'	In Charge of Gandhi Smriti Estate
13.	Mr. Narendra Kumar	Guide	GD-Asst. Estate [Proper maintenance and House Keeping of the GD Campus (covered by Gate No. 4-New Gate-Pavilion No.1- Dome-Nursery-IGNOU-KVIC and adjacent area]

14.	Ms. Rupa Rawat	Guide	In Charge of Srijan Division
15.	Mr. Yatendra Kumar	Volunteer	GD-All Halls, Cottages & Dormitory and Driver to VC in case of leave/rest of driver and any other work assigned by OS.
16.	Mr. Sameer Banerjee	Volunteer	Gandhi Darshan Museum – Pavilion No.1
17.	Mr. Ganesh	Volunteer	Photography and to assist OSD to VC


**Role and Responsibilities of Staffs:**

- a) All Staff are directed to ensure cleanliness around their place, machines & equipments etc. on daily basis.
- b) All Staff are directed to strictly follow the directions of their In Charge as mentioned at first para on page No. 1 & any other higher authority in discharging their official duties.
- c) All Staff are directed to apply for any type of planned leave at least seven days in advance through their in-charge for sanction. Without the sanction/approval of leave, no one will proceed except in exceptional/emergency cases (after informing controlling officer/OS) which competent authority thinks fit and proper.
- d) Due to any administrative exigency any staff may be directed to perform any other duty in addition to his/her regular assigned duty by any higher authority.
- e) Any dereliction to this order will invite suitable action leading to termination of the contract as per the specific case.
- f) As per procedure, in case any compensatory leave is due to any staff, it must be availed within one month from the date on which it became due. In case the leave is not sanctioned within one month due to some administrative reasons, then only it can be considered by Director as exceptional case.
- g) All Guides posted at Gandhi Smriti & Gandhi Darshan Museums will take care of proper cleanliness of entire valuable exhibits and surrounding of their assigned duty area.

  
 निदेशक, गसदस  
 Director, GSDS

**Copy to:**

1. Hon'ble Vice Chairman, GSDS for information.
2. Administrative Officer, GSDS for information.
3. Programme Officer, GSDS for compliance.
4. All unit/section of GSDS.
5. Concerned Staff for compliance.
6. Upload in GSDS Website
7. Notice Board, Gandhi Smriti & Gandhi Darshan.
8. Guard File.

  
 प्रशासनिक अधिकारी  
 Administrative Officer, GSDS.