

No. MDNIY/AO/2023/001

Date:- 19.07.2024

OFFICE MEMORANDUM

181

Sub: Re-allocation of work and assignment of roles of various departments in MDNIY -- reg.

In partial modification of OM of even number on the above subject dated 16.07.2024, the Competent Authority has approved the re-organisation the various departments of MDNIY and assign the roles and responsibilities to the officers/officials, and employees to ensure a proper work flow and effective disposal of day-to-day works in the institute with immediate effect as per the enclosed annexures. All staff (regular/contractual) shall invariably ensure strict compliance to the said orders.

The following may also be noted:

1. The Section In-charges shall report to the HoD of the concerned Department on all matters related to the assigned work.
2. The movement of files/processes, etc., shall be done by the officials/employees through the respective In-charges. In the absence of the official in-charge, the link officer shall ensure that the work is carried out effectively to avoid any delay.
3. The attached list is not comprehensive and the HoD is empowered to make appropriate alterations/modifications to the same subject in consultation with the Competent Authority.
4. Admission Committee and Examination Committees may be reconstituted by the HoD, Teaching Department. He may co-opt an IT specialist for IT related services IT in both these Committees.
5. This order will be effective until further orders.
6. This issues with the approval of the Director.

Hindi version will follow

  
(Mudit Sharma)  
Administrative Officer

Copy to:

1. O/o The Director, MDNIY
2. PO(YT), MDNIY
3. C&DO, MDNIY
4. All Officials In-charge
5. O/o The Admin. Officer, MDNIY
6. Accounts Officer, MDNIY
7. All staff members, MDNIY
8. Jr. Hindi Translator (on contract) - for translation in hindi
9. Office Order file

**DIRECTOR'S SECRETARIAT**

**PA to Director:** Sh. Patanjali Sharma, Consultant

**Office Assistant:** Sh. Sumit Mann (on contract)

**Multi-Tasking Staff:** Sh. Kul Bahadur, Sh. Ashu Mahto (on contract)

**TEACHING**

**Dean of the Department:** **Director, MDNIY**  
(In the absence of Director, MDNIY, PO(YT) shall look after the work of Teaching Department as Dean)

**Stenographer:**  
Sh. Dinesh Dahiya (on contract)

**Office Assistant:**  
Sh. Sunder Pal (on contract)

**MTS:**  
Sh. Anuj Kumar (on contract), Sh. Avadhraj Yadav (on contract),

**TEACHING DEPARTMENT**

S. No.	Department	Faculty In-charge
1.	Department of Yoga Education	Dr. Indu Sharma, Asstt. Prof. (Yoga Education) Dr. Pawan Kumar, Asstt. Prof. (Yoga Education)
2.	Department of Yoga Therapy	Dr. S. Lakshmi Kandhan, Asstt. Prof. (Yoga Therapy)
3.	Department of Yoga Philosophy	Dr. Arpit Kumar Dubey, Asstt. Prof. (Sanskrit)
4.	Department of Yoga & Human Consciousness	Dr. Shubham Kirar Suryawanshi, Asstt. Prof. (Human Consciousness)
5.	Department of Human Anatomy	Ms. Sobika Rao, Asstt. Prof. (Human Anatomy)
6.	Department of Human Physiology	Dr. Rameswar Pal, Asstt. Prof. (Human Physiology)
7.	Department of Allied Sciences	Dr. Khushbu Jain, Asstt. Prof. (Bio-chemistry)
8.	Department of Languages	Dr. Vandana Singh, Asstt. Prof. (Hindi) Dr. Suman Rathore, Asstt. Prof. (English)

**SECTIONS WITH FUNCTIONS/ ACTIVITIES**

S. No	Section	Functions/ Activities	Faculty/ Officials In-charge	Link officer
01	Educational Courses (Affiliated to GGSIP University)	All works related to admission, getting affiliation from the University, conducting the courses, preparing the time table, unit test & examination, evaluation and related works of Ph.D., M.Sc. (Yoga), B.Sc. (Yoga), PGDYT, courses  <b>Over All In-charge -</b> Dr. Arpit Kumar Dubey, Asstt. Prof. (Sanskrit)	Dr. Arpit Kumar Dubey, Asstt. Prof. (M.Sc.)	Dr. Pawan Kumar, Asstt. Prof.
			Dr. Pawan Kumar, Asstt. Prof. (BSc)	Dr. Arpit Kumar Dubey, Asstt. Prof.
			Dr. Rameswar Pal, Asstt. Professor (HP) (PGDYT)	Ms. Sobika Rao, Asstt. Professor (HA)
02	Educational Courses (Institutional)	All works related to admission, conducting the courses, unit test, examination, evaluation, issuing certificates and related works of CCYWI, CCYTA, CCYPI, FCYScW, DYSc. and Paramilitary courses  <b>Over All In-charge -</b> Dr. S. Lakshmi Kandhan, Asstt. Prof. (Yoga Therapy)	Ms. Sonu Rani, YI-for CCYWI	Ms. Amrita Sharma, YI-for CCYPI
			Sh. Tanuj Yadav, YI - for CCYTA	Sh. Subham Arya, YI
			Ms. Amrita Sharma, YI- for CCYPI	Ms. Sonu Rani, YI
			Sh. Dalip Kumar, YI - for FCYScW	Sh. Tanuj Yadav, YI
			Dr. Indu Sharma, Asstt. Prof. (DYSc)	Dr. Pawan Kumar, Asstt. Prof.
			Sh. Rahul Singh Chauhan, YI - for Paramilitary	Sh. Dalip Kumar, YI
03	Admission Committee (Institutional Courses)	Facilitating the admission, issuing admission notice etc. of different courses	Sh. Subham Arya, YI - for Weekend programme	Sh. Dalip Kumar, YI
			• Dr. Vandana Singh, Asstt. Prof. • Ms. Neetu Saini, YI	Dr. Indu Sharma, Asstt. Prof.

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19/7/24

04	Examination Committee (Institutional Courses)	Conducting the Examination of various courses, conducting entrance examinations, preparing the result sheet and related works, timely conduction of YCB examinations	<ul style="list-style-type: none"> <li>• Dr. Shubham Kirar Suryawanshi, Asstt. Prof.</li> <li>• Sh. Lalit Gangwal, YI</li> </ul>	Dr. Rameswar Pal, Asstt. Prof.
05	Student Development Programmes	Weekly/ Monthly Lectures/ Webinars, Seminar/ Workshop, Sports and Cultural activities, Extra-curricular activities of the students, Pancham Swar, Placement Cell, Journal Club, etc.	• Dr. Suman Rathore, Asstt. Prof.	Ms. Sobika Rao, Asstt. Prof.
06	Faculty Development Programmes	UGC related works, Faculty Orientation Programmes, Faculty Meetings, Faculty Development Programmes etc.	Dr. Rameswar Pal, Asstt. Prof.	Ms. Sobika Rao, Asstt. Prof.
07	WHO Collaborating Centre	Carrying out the designated activities under WHO Collaborating Centre and all WHO related activities, m-App etc.	Ms. Sobika Rao, Asstt. Prof.	Dr. D. Elanchezhian, PC-WIIICC
08	Continuing Yoga/ Medical Education (CYE/CME) Programme	Conducting CYE/ CME programmes for the different category of professionals, applying for the funding and all related works	Dr. S. Lakshmi Kandhan, Asstt. Prof.	Dr. Rameswar Pal, Asstt. Prof.
09	Standardization activities	BIS and other related activities	Dr. S. Lakshmi Kandhan, Asstt. Prof.	Ms. Himani Shokhand, Sr. Consultant (Yoga)
10	Collaboration activities	Processing of requests received from various Organisations related to collaboration, signing of MoU etc.	Ms. Sobika Rao, Asstt. Prof.	Dr. Shubham Kirar Suryawanshi, Asstt. Prof.

#### YOGA RESEARCH DEPARTMENT

**Dean of the Department:**

Director, MDNIY

(In the absence of Director, MDNIY, PO(YT) shall look after the work of Yoga Research Department as Dean.)

**Laboratory Staff:**

Sh. Ravi Kant Tyagi, MLT  
Ms. Varsha Phale Mukherjee, MLT  
Ms. Parul Chaudhary, Lab. Asstt.

**Office Assistant:**

one (1) to be provided

**MTS:**

Sh. Premchand Bharadwaj (on contract)

Sl.No	Section	Activities	Faculty / Official Incharge	Link officer / Technical support
<b>Departmental Laboratories</b>				
01	Biochemistry Laboratory	Student practical, Research data collection, and laboratory-related activities.	Dr. Khushbu Jain, Asst. Prof.	Ms. Varsha Phale Mukherjee, MLT
02	Biomechanics laboratory	Student practical, Research data collection, and laboratory-related activities.	Ms. Sobika Rao, Asst. Prof.	Ms. Parul Chaudhary, Lab Asst.
03	Human Anatomy Laboratory	Student practical, Research data collection, and laboratory-related activities.	Ms. Sobika Rao, Asst. Prof.	Ms. Parul Chaudhary, Lab Asst.
04	Human Physiology Laboratory	Student practical, Research data collection, and laboratory-related activities.	Dr. Rameswar Pal, Asst. Prof.	Sh. Ravi Kant Tyagi, MLT
05	Psychology Laboratory	Student practical, Research data collection, and laboratory-related activities.	Dr. Shubham K Suryawanshi, Asst. Prof.	Sh. Ravi Kant Tyagi, MLT
06	Yoga therapy laboratory	Student practical, Research data collection, and laboratory-related activities.	Dr. S. Lakshmi Kandhan, Asst. Prof.	
<b>Research Activity-Related Committees</b>				
	Institutional Ethical Committee	All ethical committee-related activities	Member Secretary of the committee	Member of the Committee
	Scientific Advisory Committee	All Scientific Advisory Committee-related activities	Member Secretary of the committee	Member of the committee

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	PG, UG, and PGDYT student's project / Dissertation evaluation.	Timely presentation of synopsis, pre-submission, preparation of minutes, submission for ethical clearance and approval.	The course coordinator.	Member Secretary of Ethical Committee
<b>Research Projects and Publications</b>				
	Institutional and Funded Research	<p>All faculty members, teaching staff, therapists, and AROs are encouraged to conduct literary/scientific research projects and organize seminars, conferences, workshops, etc.</p> <p>All of them are encouraged to apply for funding from reputed funding agencies. MDNIY may also provide some funds if there is an opportunity.</p> <p>All of them are encouraged to publish at least 02 research papers as first author or corresponding author in a peer-reviewed, reputed, indexed (at least UGC care listed) journal.</p>	All faculty members, teaching staff, therapists, and AROs.	All faculty members, teaching staff, therapists, and AROs.

**Note:** All project proposals may be submitted to the Faculty Committee (Chaired by the Director of MDNIY) for primary evaluation. The committee will decide each project's next step on a case-to-case basis.

#### YOGA THERAPY SECTION

**Head of the Department :** Dr. I.N. Acharya, PO(YT)  
(In the absence of HoD, C&DO shall look after the work of Yoga Therapy Department)

**Stenographer:**  
Sh. Jai Kishan (on contract)

**Data Entry Operator: -**  
Ms. Shivani (on contract), Ms. Nima Chaudhary (on contract)

**Multi-Tasking Staff (MTS): -**  
Sh. Phool Chand, Mrs. Farzana (on contract)

#### Sections with functions/ activities

- A. OPD
- B. Extension and Outreach Activities

#### OPD

S.No	Section	Activities	Sr. Consultant /Official In-charge	Link Officer
01	OPD	Patient's Consultation & Individual Yoga Therapy Sessions	Sr. Consultant/Consultant	Sh. K. Doren Singh, ARO (Y)
02	Research	Patient's Consultation, Preparation of Case reports, preparation of research project etc.	Dr. S. Lakshmi Kandan, Asstt. Prof.	Sr. Consultant (Yoga)
03	Laboratory	Testing of the patients	Dr. Khushbu Jain, Asstt. Prof.	Dr. Rameswar Pal, Asstt. Prof.
04	NABH Accreditation	All matters related to NABH accreditation related works	Dr. Khushbu Jain, Asstt. Prof.	SMO /Sr. Cons.

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### EXTENSION AND OUTREACH ACTIVITIES

S.No	Section	Activities	Sr. Consultant /Official In-charge	Link Officer
01	HCP	Health Care Programme	Dr. Vinay Kr. Bharti, YT	Smt. Neelam, YT
02	YTC	All matters related to YTC accreditation related works	Sh. K. Doren Singh, ARO (Y)	Sh. Avijit Mutsuddi, ARO (Y)
03	CGHS	All matters related to CGHS accreditation related works		
04	Training/ Therapy outreach activities	All matters related to Yoga Therapy/ Training programmes at Govt. Organisations, RWAs etc.	Sh. Avijit Mutsuddi, ARO (Y)	Sh. K. Doren Singh, ARO
05	Therapy Workshops/ Special Trainings	Conducting monthly Yoga Therapy Workshops, Camps, Special Therapy programmes etc.	Sh. K. Doren Singh, ARO	Dr. Vinay Kr. Bharti, YT
06	International Cooperation	Conducting classes for foreign delegates, and all international co-operation-related activities etc. and Visits of delegations.	Ms. Manjot Kaur, Dietician	Dr. Shubham Kirar Suryawanshi, Asstt. Prof.
07	Other activities	Diet related activities etc.	Ms. Manjot Kaur, Dietician	Consultant

**Note:** The Ministry of Ayush and other Government Department correspondence shall be dealt by Yoga Therapy Section under the supervision of PO (YT).

### COMMUNICATION & DOCUMENTATION DEPARTMENT

**Head of the Department:**

Md. Taiyab Alam, C&DO

(In the absence of HoD, Admin. Officer shall look after the work of C&D Department)

**Stenographer:**

Sh. Chetanya Bhardwaj (on contract)

**Office Assistant:**

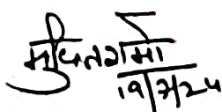
Ms. Roopa Rani (on contract)

**Multi-Tasking Staff (MTS): -**

Sh. Avinash (on contract), Sh. Rahul (on contract)

**Sections with functions/ activities:**

S.No	Section	Activities	Officials In-charge
01	Library	Purchase of new books/ journals; issuance of books/ journals to students & Faculty, overall maintenance of Library, etc. and other related works	Ms. Himani Sharma, LIA and Ms. Roopa Rani, OA (on contract)
02	All MDNIY Publications	Compiling, vetting, proof reading and editing of priced publications, Journals, IEC materials, E-Newsletter, etc. and other related works	<ul style="list-style-type: none"> <li>• Dr. Arpit Kumar Dubey, Asstt. Prof. (Sanskrit)</li> <li>• Dr. Vandana Singh, Asstt. Prof. (Hindi) and</li> <li>• Dr. Suman Rathore, Asstt. Prof. (English)</li> </ul>
03	PR & social media	All PR and social media, etc. and other related works	<ul style="list-style-type: none"> <li>• Ms. Komal Katyal, Sr. Cons. (Social Media)</li> <li>• Ms. Saudamini Singh, Sr. Consultant (Media)</li> <li>• Sh. Santosh Singh, Consultant (Media)</li> <li>• Ms. Shiwal Khari, Consultant (Social Media)</li> <li>• Sh. Yallaling Koppad, Junior Consultant (Media)</li> <li>• Sh. Nihal Hasnain, Creative Graphic Designer</li> </ul>
04	Yoga Ayush Portal	Development, Front end and Back-end works, E-Certificate, E-Marksheet, etc. and other related works	<ul style="list-style-type: none"> <li>• Sh. Rajneesh Talwar, Sr. Cons. (IT)</li> <li>• Sh. Raashid Ali, Developer-PHP</li> </ul>
05	Mobile Apps	Developing and maintenance of Apps, etc. and other related works	Ms. Pallavi, Sr. App Developer
06	MDNIY Website and E-Office	Maintenance of MDNIY Website, E-Office, NKN, Cloud, SSL etc. and other related works	<ul style="list-style-type: none"> <li>• Sh. Nitin, Cons. (IT)</li> <li>• Sh. Narendra, Consultant (IT)</li> </ul>

  
 19/3/24



## ADMINISTRATION

**Head of Department:** Deputy Director (F&A) / Administrative Officer

**Duties & responsibilities of Administrative Officer**

1. To act as the Head of Office in the absence of the Deputy Director.
2. To act as Drawing and Disbursing Officer for the Institute and issue sanction orders.
3. To act as CPIO and Nodal Officer, Grievance Portal for the Institute.

**Regular Staff:**

Sh. Om Prakash, UDC, Ms. Naveena Devi Mishra, UDC, Ms. Gunjan Sachdev, T.O. - cum - Receptionist, Sh. Ravinder Kumar Yadav, Electrician, Sh. Nand Kishore, Cashier, Sh. Mangal Dev Pandey, Gestetnor Operator, Sh. Aman Tiwari, Storekeeper

**Office Assistant: -**

Sh. Deepak Kaushik (on contract), Sh. Ankit Panwar (on contract), Sh. Vipin Kumar (on contract), Sh. Subhash Chand (on contract), Ms. Shweta Dogra (on contract), Ms. Himanshi (on contract), Sh. Anuj Chitkara (on contract), Ms. Priyanka (on contract), Ms. Anuradha Sharma (on contract)

**Junior Hindi Translator: -**

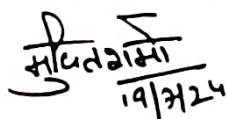
Ms. Megha Garg (on contract)

**Multi-Tasking Staff (MTS): -**

Sh. Devender Singh, Sh. Himanshu Gautam, Sh. Mahesh Kumar, Sh. Abodh Kumar (on Contract), Ishwar Chaudhary (on contract), Sh. Chandrabhan (on contract), Sh. Ravi (on contract)

**Administrative Division**

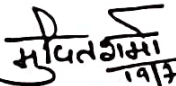
S.No	Section	Activities	Official In-charge	Link Officer
1	Establishment	Look after the work of recruitment (Regular, Outsourcing and Contractual staff), maintenance of reservation rosters, Promotions, Upgradations, Deputation, MACP, Fixation of pay, periodical Increments, leaves, Resignation Termination, Retention/Termination of lien, LTC, CPF, verification of service and other related matters, maintaining personal records and service books of all the officials, the conduct of periodic training in r/o faculty development for the staff, Maintenance of APARs etc.	Smt. Padmaja Saxena, Cons. (Estt.)	Sh. Ramvir Tiwari, Cons. (Admn.)
2	General Administration	All matters related to General Administration i.e. files pertaining to monthly electricity/water/telephone charges, VIP References, Passes (Independence/Republic Day), Various Miscellaneous Orders/Circulars etc. All matters pertaining to the contracts management, etc., Housekeeping, Horticulture, Cafeteria, Reception, etc., and any other work as assigned by the Competent Authority from time to time.	Sh. D.K. Sonkar, Cons. (EA/GA)	Sh. Ramvir Tiwari, Cons. (Admn.) In case of Ms. Gunjan Sachdev is on leave, Sh. Subhash Chand will look after her work
3	Legal & Vigilance	All matters related to court cases, vigilance, disciplinary proceedings, RTI, E-Grievances, CPGRAMS, PMO Portal, Annual Property Returns, Monthly, Quarterly Reports, meetings of various Committees i.e. GB, GC, SFC, SAC, AC, Parliament Questions, General Information for Ministry of Ayush, Tour/Training, Awards etc., maintenance of records as per retention schedule, any other work as assigned by the Competent Authority from time to time.	Sh. Ramvir Tiwari, Cons. (Admn.)	Sh. D.K. Sonkar, Cons. (EA/GA)
4	Store & Purchase	Handle all matters related to all purchases through GeM/Non-GeM modes for the Institute, maintaining Stock Registers, asset verification, disposal of non-consumable items, etc., any other work as assigned by the Competent Authority from time to time.	Sh. D.K. Sonkar, Cons. (EA/GA)/	Smt. Padmaja Saxena, Cons. (Estt.)
5	General Maintenance/ Horticulture	Repair and Maintenance of Building, Furniture fitting & fixtures, day-to-day repairs pertaining to civil, electrical, plumbing, air conditioning, etc., and any other work as assigned by the Competent Authority from time to time.	Sh. Ramvir Tiwari, Cons. (Admn.)	Sh. D.K. Sonkar, Cons. (EA/GA)
6.	Accounts	Provide accounting services and managing the finances of the Institute as per the approved heads; maintaining all the account books including Cash Books, Day Books, Ledger, etc., preparation of Salary/Remuneration bills, other payments, collection of fees/refund of fees etc., tracking assets and expenditures, Compliance of Income Tax and other tax laws, Preparation of Annual Accounts, conducting audits and attending to their observations suitably, etc., any other work assigned by the Competent Authority.	Accounts Officer	Administrative Officer

  
19/3/24

7.	Rajbhasha / Hindi Unit	All matters related to implementation of Official Language / Rajbhasha policies of the Government, conduct of hindi trainings, workshops, Hindi Pakhwara and other related activities, etc., any other work assigned by the Competent Authority	Dr. Vandana Singh, Asstt. Prof. (Hindi)	Administrative Officer
8.	Transport / Caretaker / Security	To assist the DD / AO and report on all matters pertaining to the day-to-day functioning in respect of these activities, etc. any other work assigned by the Competent Authority	Sh. Ravinder Kumar Yadav, Electrician	Sh. Himanshu Gautam, MTS
9.	IT and Peripherals	Maintenance of Computer Lab / Network / IT related activities etc.	Sh. Prakhar Kulshrestha, IT Technician	
11.	Sales Counter	Sales of various merchandise, books, accessories etc.	Sh. Mangal Pandey, G.O.	Sh. Himanshu Gautam

#### PROMOTIONAL ACTIVITIES

S.No	Section	Activities	Staff
01	Promotional Events & Management (IDY, Yoga Mahotsavs & Arogyas)	<ul style="list-style-type: none"> <li>Organising Yoga Fest / Mahotsav / IDY related activities / International Yoga Conference / Prime Minister's Yoga Awards, etc. and other related works</li> <li>Regular Seminars/ Conferences / AROGYAs / Health Exhibitions / Other promotional activities and other related works</li> </ul>	<ol style="list-style-type: none"> <li>Dr. I.N. Acharya, PO(YT)</li> <li>Md. Taiyab Alam, C&amp;DO</li> <li>Shri Mudit Sharma, AO</li> <li>Shri Anshuman Jha, Account Officer</li> <li>Ms. Neetu Sharma, Sr. Consultant (Yog)</li> <li>Sh. Arjun Naidu, Yoga Instructor (on contract)</li> <li>Consultant (EA)</li> <li>Data Entry Operator</li> </ol>

  
 19/12/24  
 Administrative Officer