

भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways, Govt. of India)

File No.: IAHE/Admn./07/Estt./2025-26

Date: 03.07.2026

OFFICE ORDER

In supersession of IAHE's office order of even no. dated 05.06.2026 related to work distribution among officers in respect of IAHE, the following distribution of work are ordered with immediate effect:-

Sl. No	Name and Designation of Officer	Duties
1	Shri A.M. Prasad Additional Director	All works allotted to DD (SKG), DD(RM), DD(VM), DD(PR) and DD(SS) as per this order. Any other duties assigned by Director, IAHE (Additional Director shall report to Director, IAHE and may assign any of above work to his subordinate officers/staff)
2	Shri Sunil Kumar Gupta, Deputy Director (SKG)	- All works allotted to AM (Library) - Special Maintenance work in the IAHE campus (List attached) - Construction of swimming pool. - All International trainings except for Nigeria. - Calendar training programme as allocated by Additional Director/Director IAHE. - Sponsored training programme of NRIDA. - Sponsored training programme for the State of Central and Eastern Region except West Bengal. - Foundation training of MoRT&H officers. - Specially designed events like brain storming session, workshop, seminar, exhibition etc. - RTI (CPIO) - CPGRAMS, other public grievances & enquiries - Any other duties assigned by Additional Director/ Director, IAHE. He will report to Additional Director and may assign any of above work to his subordinate officers/ staff.
3.	Shri Rahul Meena, Deputy Director (RM)	- IT related issues (computer, laptop, mobile, audio visual, internet, photocopier, telephone etc.) for IAHE campus - Procurement and maintenance of design software (mx, open roads, STAAD etc.) - IAHE web portal (development & maintenance) - IAHE Auditorium Arbitration Matter - Calendar training programme as allocated by Additional Director/Director IAHE. - Sponsored training programme for the State of Western Region - DPR Certification Course. - Road safety Advocacy - All work related to Hostel - General maintenance and house keeping of office building and campus - Any other duties assigned by Joint Director/Director, IAHE He will report to Additional Director and may assign any of above work to his subordinate officers/staff.

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4.	Shri Rakesh Kumar, Deputy Director (A&F)	• Matters related to Finance, Accounts, Budget, and Audit etc. • Office establishment (regular & deputation officers and office staff) • Recruitment of officers & staff • Governing Society and Governing Body meetings. • Procurement of manpower contract agency • Security Services • Maintenance of permanent stock register including Annual stock verification • Vigilance matters • Celebration of constitution day, swachhata pakhwada and similar events • Sports, Yoga etc. • Any other duties assigned by Director, IAHE • Raj Bhasha matters • Vehicle (staff car and hired vehicle) matters • Horticulture He will report to Director IAHE and may assign any of above work to his subordinate staff.
5.	Ms. Vinny Manocha, Deputy Director (VM)	• CATTS project. • Procurement, upgradation, upkeep and Maintenance of Material testing Laboratory of IAHE • Construction of new hostel. • Quality Control Certification Course • Foundation training of NHAI officers • Sponsored training programme for all NE states and West Bengal. • Calendar training programme as allocated by Additional Director/Director. • International training for officers of Nigeria • Works related to Capacity Building Commission (CBC) and skill development. • Preparation of compendium for workshop/ Seminar etc. • Development of training material as assigned by Additional Director/Director, IAHE. • Preparation of bid document for engagement of Hospitality Agency. • Any other duties assigned by Additional Director/Director, IAHE. She will report to Additional Director and may assign any of above work to his subordinate staff.
6	Shri Pankaj Rahi, Deputy Director (PR)	• CATTS project. • Certified Road safety Auditor course (15 days programme) • Sponsored trainings (Road safety) • Mid-Career training programme for MoRTH officers • Sponsored trainings for the states of Southern Region. • Calendar training programme assigned by Additional Director/Director. • Consultancy Services for Intermittent Authority Engineer for a project on NH -503A in HP. • Development of training material assigned by Additional Director/Director. • Residual works of old DPRS • Any other duties assigned by Additional Director/Director, IAHE He will report to Additional Director and may assign any of above work to his subordinate staff.

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7	Shri Shivam Singh, Deputy Director	- CATTS project and other simulation related works. - Research work - MOU with various institutions/ Government body - Preparation of Annual Report - Parliament Matters and VIP references - Foundation Training for NHIDCL officers - Sponsored training programme for the State of North Zone/Region. - Sponsored training programme for NHBF - Procurement of Consultant for Traffic simulation study, Road safety Audit and preparation of City Logistic Plan for five City of Maharashtra. - All matters pertaining to Disaster Management - Calendar training programme as assigned by Additional Director/Director, IAHE - All work related to Canteen - Procurement of Hospitality Agency. - Any other duties assigned by Additional Director/Director, IAHE He will report to Additional Director and may assign any of above work to his subordinate staff.
8	Shri Chandrasekhar Keot, Assistant (Library) Manager	- Library - IRC publication and sales counter - Record keeping of training schedule and training materials - Procurement of Training kit, Stationeries, furniture, miscellaneous & other items - Overall in-charge of store - Disposal of Scrap & Waste material /items - Record keeping store of stock (consumables) - Any other duties assigned by DD(SKG)/ Additional Director/ Director, IAHE. He will report to DD (SKG).
9	Shri Prafull Gupta, Assistant Manager (Estate & Hostel)	- All training programme conducted by IAHE. - Preparation of Annual Report. - Assist DD(VM) in matter related to NABL accreditation. - Any other duties assigned by Additional Director/Director IAHE. He will report to Additional Director.
10	Shri Piyush Pradhan, Assistant manager (Admin.)	- All matters related to establishment in IAHE. - Allotment of Staff Quarters. - All work related to Hostel (reporting to DD(RM) - General maintenance and housekeeping of office building and campus [(reporting to DD(RM)]. - Canteen [(reporting to DD(SS)]** - Manpower/Security contract matters including their deployment. - Celebration of constitution day, swachhata pakhwada and similar events - Sports, Yoga etc. - Any other duties assigned by Deputy Director (A&F)/Director, IAHE He will report to DD(A&F).

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11	Shri Abhineet Marandi, Assistant Manager (Finance/Account)	• Matters related to Finance, Accounts, Budget and Audit etc. • Maintenance of permanent stock registers including Annual stock verification. • Shall assist and involve in sponsored training programme of NRIDA [reporting to (DD(SKG))]. • Horticulture • Security Services • Any other duties assigned by DD (A&F)/Director IAHE. He will report to DD (A&F).
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- ** (a) Ms. Radhika, Steno and Ms. Jyoti Mala, OA TA shall visit canteen at least twice a week to inspect quality of food and hygiene and submit report to DD(SS).
- (b) Shri Piyush Pradhan, Assistant Manager shall inspect the Hostel and Canteen once in a week to check hygiene and cleanliness and submit report to DD(SS).
- (c) Shri Abhineet Marandi, Assistant Manager shall test the food once in a fortnight and submit report to DD(SS).

2. This issues with the approval of Director, IAHE.

Rakesh Kumar

(Rakesh Kumar)
Deputy Director (Admn. & Fin.)

To,

1. All officers and officials of IAHE
2. Office of Director, IAHE
3. Office order file.