

F.No. 1-10/2010-Estt-NCPUL
National Council for Promotion Of Urdu Language
Ministry of Education
Department of Higher Education

Farogh-e-Urdu Bhawan,
FC-33/9 Jasola Institutional Area,
New Delhi-110 025
Dated : 29th April, 2025

Office Order

Keeping in view the workload in the Technical and Production Section, it has been decided that Mr. Ajmal Saeed, AEO will be Officer Incharge of Technical Education only vice relieved from Production Section.

Mrs. Shama Kausar Yazdani, AD (Acad.) will look after the Production Section directly with the assistance of Mrs. Zeeshan Fatima, RA additionally. All files/documents/papers related to Production Section will route through Mrs. Zeeshan Fatima, RA to Assistant Director (Acad.).

This office order is effective with immediate effect till further order.

(Dr. Md. Shams Equbal)
Director

To,

1. Mrs. Shama Kausar Yazdani, AD (Acad.)
2. Mr. Ajmal Saeed, AEO (TE)
3. Mrs. Zeeshan Fatima, RA

Copy to,

1. PA to Director
2. AD (Admn.)
3. All Section Heads
4. All staff of Prod. Section
5. Concerned File

1-10/2010-Estt./NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
Ministry of Education
Department of Higher Education
Government of India

Farogh-e-Urdu Bhawan
FC-33/9, Institutional Area
Jasola, New Delhi-110025.

Date: 16/06/2025

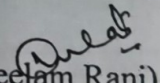
OFFICE ORDER

With immediate effect, following staff is ordered for transfer to the section/branch as mentioned below till further order:-

S.No.	Name	From	To
1.	Mr. Shamim Alam, MTS	Director's Secretariat	Technical Education Section

Mr. Shamim Alam is directed to report to Technical Education Section.

This issues with the approval of the Competent Authority.


(Neelam Rani)

Jr. Admn. cum Accounts Officer

Mr. Shamim Alam,
Multi Tasking Staff

Copy to:-

1. PA to Director
2. Asstt. Director (Academics)
3. A.E.O (Technical Education)
4. Concerned File.

F. No. 1-10/2010-Est./NCPUL
National Council for Promotion of Urdu Language
Ministry of Education, Dept. of Higher Education

Farogh-e-Urdu Bhawan,
Jasola, New Delhi-110 025.
Dated : 30/07/2025

OFFICE ORDER

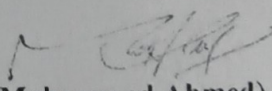
Consequent upon the relieving of Mr. Abdul Bari, Assistant Editor with effect from 01.08.2025 to enable him to join NCERT, the following staff members are hereby assigned additional duties as detailed below, in addition to their existing responsibilities until further orders:

S.No.	Name of the Official	Additional responsibilities assigned
1.	Mr. Nayab Hasan, Research Assistant	Mr. Nayab Hasan, Research Assistant will supervise the work of magazines "Urdu Duniya" and journal "Fikr-o-Tehqeeq". He will submit final copy of these magazine and journal directly to the Director.
2.	Ms. Neha, Research Assistant	Ms. Neha, Research Assistant will supervise the work of magazines "Bachchon Ki Duniya" and "Khawateen Duniya". She will submit final copy of "Bachon Ki Duniya" directly to the Director and "Khawateen Duniya" through AD (Acad.)
3.	Mr. Faizanul Haque, Project Assistant	Mr. Faizanul Haque, Project Assistant will look after the work of journal "Fikr-o- Tehqeeq" and report to Mr. Nayab Hasan, Research Assistant.
4.	Dr. Javed Alam, Project Assistant	Dr. Javed Alam, Project Assistant will look after the work of magazine "Urdu Duniya" and report to Mr. Nayab Hasan, Research Assistant.
5.	Mr. Shadab Shamim, Project Assistant	Mr. Shadab Shamim, Project Assistant will look after the work of magazine "Bachon Ki Duniya" and report to Ms. Neha, Research Assistant.
6.	Ms. Sayma Samreen, Project Assistant	Ms. Sayma Samreen, Project Assistant will look after the work of magazine "Khawateen Duniya" and report to Ms. Neha, Research Assistant.
7.	Dr. Abdul Rasheed, Project Assistant	Dr. Abdul Rasheed, Project Assistant will proof read the magazines "Bachon Ki Duniya" and "Khawateen Duniya".
8.	Dr. Mohd. Yonus Ansari, Project Assistant	Dr. Mohd. Yonus Ansari, Project Assistant will proof read magazines "Urdu Duniya" and journal "Fikr-o- Tehqeeq".

Mr. Haqqani Al-Qasmi, Consultant will be look after the overall work of Editorial Section. All files/dak/papers will be routed through AD (Acad.) for submission to the Director.

All concerned officials are requested to take over the additional responsibilities w.e.f. 01.08.2025. They are also advised to coordinate among themselves for timely publication of magazines/journal and smooth functioning of the Editorial Section.

This issues with the approval of the competent authority.


(Mohammed Ahmed)
Asstt. Director (Admn.)

To,

1. PA to Director
2. AD (Acad.)
3. All Section Heads
4. All concerned staff
5. Concerned File

F.No. 1-10/2010-Estt-NCPUL
National Council for Promotion Of Urdu Language
Ministry of Education
Department of Higher Education

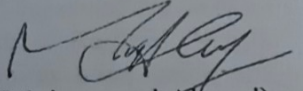
Farogh-e-Urdu Bhawan,
FC-33/9 Jasola Institutional Area,
New Delhi-110 025
Dated : 19th September, 2025

Office Order

In partial modification of this office order of even number dated 29th April, 2025, Mr. Intekhab Ahmad, Research Officer is hereby assigned the additional responsibility of overseeing the Production Section of NCPUL with immediate effect and until further orders. He shall carry out the additional duties alongside his existing responsibilities.

Mrs. Zeeshan Fatima, RA is relieved from additional responsibilities of Production Section.

This issues with the approval of the competent authority.


(Mohammed Ahmed)
Asstt. Director (Admn.)

To,

1. Mr. Intekhab Ahmad, RO
2. Mrs. Zeeshan Fatima, RA

Copy to,

1. PA to Director
2. AD (Acad.)
3. All Section Heads
4. Consultant (Prod.)
5. All staff of Prod. Section
6. Concerned File

F. No. 1-10/2010-Estt./NCPUL
National Council for Promotion of Urdu Language
Ministry of Education, Dept. of Higher Education

Farogh-e-Urdu Bhawan,
Jasola, New Delhi-110 025.
Dated : 29/10/2025

OFFICE ORDER

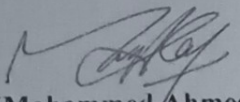
In continuation of this office order of even number dated 30th July, 2025, the following staff members are hereby assigned duties as detailed below, in addition to their existing responsibilities until further orders:

S.No.	Assignment/Responsibilities of magazines/journal	Responsibilities assigned to
1.	Khawateen Duniya	Dr. Musarrat, RO (Acad) will supervise the work of magazine "Khawateen Duniya". Ms. Sayma Samreen, Project Assistant will assist RO (Acad) in compilation and finalization including proof reading & copy editing of the magazine.
2.	Urdu Duniya	Mr. Faizanul Haque, Project Assistant will supervise the work of magazine "Urdu Duniya". Mr. Mohd. Yonus Ansari, Project Assistant will assist Mr. Faizanul Haque in compilation and finalization including proof reading & copy editing of the magazine. Mr. Faizanul Haque will submit final copy of the magazine "Urdu Duniya" through Research Assistant (Mr. Nayab Hasan).
3.	Bachchon Ki Duniya	Mr. Shadab Shamim, Project Assistant will supervise the work of magazine "Bachchon Ki Duniya". Dr. Abdul Rasheed, Project Assistant will assist Mr. Shadab Shamim in compilation and finalization including proof reading & copy editing of the magazine. Mr. Shadab Shamim will submit final copy of "Bachchon Ki Duniya" through Research Assistant (Ms. Neha).
4.	Fikr-o- Tehqeeq	Dr. Javed Alam, Project Assistant will supervise the work of journal "Fikr-o-Tehqeeq". Mr. Mohd. Yonus Ansari, Project Assistant will assist in compilation and finalization including proof reading & copy editing of the journal. Dr. Javed Alam, Proj. Asstt. will submit final copy of the journal "Fikr-o-Tehqeeq" through Reseach Officer (Dr. Musarrat).

Mr. Haqqani Al-Qasmi, Consultant will supervise the editorial work of all magazines/journal. All files/dak/papers/final copies of all magazines/journal will be routed through AD (Acad.) for submission to the Director. All magazines/journal should be submittd 10 days before the printing date to the Director, failing which appropriate action willbe taken by the Competent Authority.

All concerned officers/officials are requested to take over the responsibilities w.e.f. 01.11.2025. They are also advised to coordinate among themselves for timely publication of magazines/journal and smooth functioning of the Editorial Section.

This issues with the approval of the competent authority.


(Mohammed Ahmed)
Asstt. Director (Admn.)

To,

1. PA to Direcor
2. AD (Acad.)
3. All Section Heads
4. All concerned staff
5. Concerned File

F. No. 1-10/2010-Estt./NCPUL
National Council for Promotion of Urdu Language
Ministry of Education, Dept. of Higher Education

Farogh-e-Urdu Bhawan,
Jasola, New Delhi-110 025.
Dated : 06/11/2025

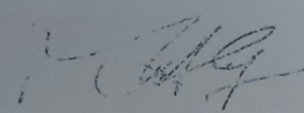
OFFICE ORDER

In view of Mr. Ajmal Saeed, Assistant Education Officer (Incharge of Technical Education Section) being on official tour to Sharjah, it has been decided by the competent authority to assign additional responsibility of the Technical Section to Dr. Musarrat, Research Officer (Acad.) in addition to her existing responsibilities with immediate effect.

Dr. Musarrat will look after all matters pertaining to the Technical Section during the absence of the AEO (TE) and shall ensure that all routine work continues smoothly and without interruption.

This order shall remain in force until the joining of the concerned officer or further orders whichever is earlier.

This issues with the approval of the competent authority.


(Mohammed Ahmed)
Asstt. Director (Admn.)

To,

1. Dr. Musarrat
Research Officer (Acad.)
2. Mr. Ajmal Saeed
Assistant Education Officer (TE)

Copy to,

1. PA to Director
2. AD (Acad.)
3. All Section Heads
4. All staff/Technical Education Section
5. Concerned File

1-10/2010-Estt./NCPUL
 NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
 Ministry of Education
 Department of Higher Education
 Government of India

Farogh-e-Urdu Bhawan
 FC-33/9, Institutional Area
 Jasola, New Delhi-110025.

Date: 03/12/2025

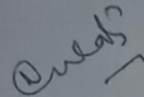
OFFICE ORDER

Following staff is transferred/deployed to the section as mentioned below till further order:-

S.No.	Name	From	To
1.	Mr. Mohd Ikram, Project Assistant	Editorial Section	Academic Section
2.	Mr. Mohd Imtiaz Hasan, Data Entry Operator	Academic Section	Editorial Section

Both the above staff is hereby directed to report as mentioned above on or before 05/12/2025 for duty. Officer Incharge of the Section will assign the responsibilities/assignments as per their requirements.

This issues with the approval of the Competent Authority.


 (Neelam Rani)

Jr. Admn. cum Accounts Officer

1. Mr. Mohd Ikram,
Project Assistant,
2. Mr. Mohd Imtiaz Hasan,
Data Entry Operator

Copy to:-

1. PA to Director
2. Asstt. Director (Acad)
3. R.O. (Acad.)
4. Incharge (Editorial Section)
5. Concerned File.

I-10/2010-Estt./NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
Ministry of Education
Department of Higher Education
Government of India

Farogh-e-Urdu Bhawan
FC-33/9, Institutional Area
Jasola, New Delhi-110025.

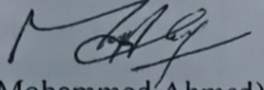
Date: 05/12/2025

OFFICE ORDER

Following staff is transferred to the Section/Division mentioned against him with immediate effect till further order:

Name & Designation	Present Desk/Division	Transfer to Desk/Division	Brief description of duties
Mr. Mohd Yonus Ansari, Project Assistant	Editorial Section	Web & LT Section	Mr. Mohd Yonus Ansari, Project Assistant alongwith Mr. Mohammad Mutyim Kamalee, Project Assistant will look after the work of Social Media vlogging, Content editing, uploading and other related issues. He will report to R.O (Web<). Mr. Faizanul Haque is relieved from the assignment of Social Media and other web related work.

This issues with the approval of the Competent Authority.


(Mohammed Ahmed)
Asstt. Director (Admn.)

1. Mr. Mohd Yonus Ansari,
Project Assistant
2. Mr. Faizanul Haque,
Project Assistant
3. Mr. Mohammad Mutyim Kamalee,
Project Assistant

Copy to:-

1. PA to Director
2. Asstt. Director (Academics)
3. R.O. (Web & LT)
4. Incharge, Editorial Section
5. All Section Heads
6. Concerned File.

F. No. 1-10/2010-Estt./NCPUL
National Council for Promotion of Urdu Language
Ministry of Education, Dept. of Higher Education

Farogh-e-Urdu Bhawan,
Jasola, New Delhi-110 025.
Dated : 30/12/2025

Office Order

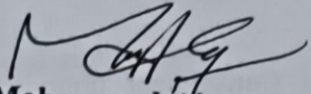
Consequent upon joining of Ms. Neha as Assistant Editor and Mr. Faizanul Haque, Research Assisnt, the following Officer/official are being transferred/deployed in the Section mentioned against each with immediate effect :-

Name & Designation	Present Posting/ Section/Division	Transfer to Section/Division/ Deployment	Brief description of duties
Ms. Neha, Assistant Editor	-	Editorial Section	Ms. Neha, AE will be Officer Incharge of Editorial Section and will sit in the cabin meant for Assistant Editor in Editorial Section, Farogh-e-Urdu Bhawan, New Delhi.
Dr. Musarrat, Research Officer (Acad.)	Academic/Editorial Section	Academic/Editorial Section	Dr. Musarrat, Research Officer (Acad.) will supervise the work of magazine "Khawateen Duniya" in addition to her existing Academic work. She is relieved from additional charge of "Fikr-o-Tehqeeq".
Mr. Faizanul Haque, Research Assisnt	-	Editorial Section	Mr. Faizanul Haque, Research Assisnt is posted to Editorial Section and will look after the works assigned by the Section Head.
Mr. Nayab Hasan, Research Assistant	Editorial Section/Academic Section	Academic Section	Mr. Nayab Hasan, Research Assistant will continue to look after the assignments/work of Academic Section. He is relieved from Editorial Section.
Dr. Waseem Iqbal, Project Assistant	Academic Section	Editorial Section	Dr. Waseem Iqbal, Project Assistant will look after the work of Editorial Section as assigned by the Section Head vice relieved from Academic Section.
Mr. Shadab Shamim, Project Assistant	Editorial Section	Academic Section	Mr. Shadab Shamim, Project Assisnt will look after the work of Academic Section as assigned by the Section Head vice relieved from Editorial Section.
Dr. Javed Alam, Project Assistant	Academic Section	Editorial Section	Dr. Javed Alam, Project Assistant will look after the work of Editorial Section as assigned by the Section Head vice relieved from Academic Section.
Mr. Md. Furquan Alam, Project Assistant	-	Editorial Section	Mr. Md. Furquan Alam, Project Assistant will look after the work of Editorial Section as assigned by the Section Head

All files/daks/papers of Editorial Section including final copies of all magazines/journal will be routed through AD (Acad.) for submission to the Director.

All concerned officers/officials are requested to take over the responsibilities w.e.f. 01.01.2026. They are also advised to coordinate among themselves for timely publication of magazines/journal and smooth functioning of the Editorial Section.

This issues with the approval of the competent authority.


(Mohammed Ahmed)
Assistant Director (Admn)

To,

1. Dr. Musarrat, Research Officer (Acad.)
2. Ms. Neha, Assistant Editor
3. Mr. Nayab Hasan, Research Assistant
4. Mr. Faizanul Haque, Research Assisant
5. Dr. Waseem Iqbal, Project Assistant
6. Mr. Shadab Shamim, Project Assistant
7. Dr. Javed Alam, Project Assistant
8. All staff of Editorial Section.

Copy to,

1. PA to Director
2. AD (Acad)
3. All Section Heads
4. Concerned File

1-10/2010-Estt./NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
Ministry of Education
Department of Higher Education
Government of India

Farogh-e-Urdu Bhawan
FC-33/9, Institutional Area
Jasola, New Delhi-110025.

Date: 20/03/2026

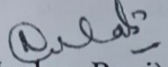
OFFICE ORDER

With immediate effect, following staff is ordered for transfer to the section/branch as mentioned below till further order:-

S.No.	Name	From	To
1.	Mr. Mohammad Tahir Siddiqui, Multi Tasking Staff	Book Promotion, RK Puram	Technical Education Section

Mr. Mohammad Tahir Siddiqui is directed to report to Technical Education Section.

This issues with the approval of the Competent Authority.


(Neelam Rani)

Jr. Admn. cum Accounts Officer

1. Mr. Mohammad Tahir Siddiqui,
Multi Tasking Staff

Copy to:-

1. PA to Director
2. A.D. (Acad.)
3. AEO, (TE)
4. AEO, (BP)
5. Concerned File.

1-10/2010-Estt./NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
Ministry of Education
Department of Higher Education
Government of India

Farogh-e-Urdu Bhawan
FC-33/9, Institutional Area
Jasola, New Delhi-110025.

Date: 27/03/2026

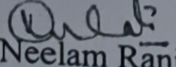
OFFICE ORDER

Following staff are transferred/deployed to the section as mentioned below till further below:-

S.No.	Name	From	To
1.	Mr. Mohammad Ikram, Project Assistant	Academic Section	Editorial Section
2.	Mr. Mohd Imtiaz Hasan, Data Entry Operator	Editorial Section	Academic Section

Both the above staff are hereby directed to report as mentioned above with immediate effect for duty. Officer Incharges of the Sections will assign the responsibilities/assignments as per their requirements.

This issues with the approval of the Competent Authority.


(Neelam Rani)

Jr. Admn. cum Accounts Officer

1. Mr. Mohd. Ikram
Project Assistant
2. Mr. Mohd Imtiaz Hasan
Data Entry Operator

Copy to:-

1. PA to Director
2. A.D. (Acad.)
3. R.O. (Acad.)
4. Assistant Editor
5. Concerned File.