



NO: 477 : B2: 2021

DATE: 29-07-2021

**OFFICE ORDER**

Sub: Transfer of Stenographer Gr I/Mech to Dir (CDEOE) –  
Orders Issued- Reg.

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Ms. P. Ramadevi, Stenographer Gr I now working in the Department of Mechanical Engineering is transferred and posted to work in the Office of Director of Centre for Distance and Online Education with effect from 02-08-2021.

**ADDITIONAL REGISTRAR**

To  
Ms. P. Ramadevi Stenographer Gr. I  
Through the HOD/Mech  
Copy to Director (CDEOE) ✓  
Copy to A 2 section/P.F

CDOE/office  
Est. File  
3/8/2021

NO: 531 : B2: 2021

DATE: 03-08-2021

**OFFICE ORDER**

Sub: Transfer of Attender Gr. II to (CDOE)-Orders Issued- Reg.

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Mr. N. Kumaresan (Emp No2010-9) Attender Grade II working in the Central Library is transferred to work in the Office of Director of Centre for Distance and Online Education with effect from 02-08-2021.

  
N. Kumaresan  
ADDITIONAL REGISTRAR

To  
Mr. N. Kumaresan  
Through the Librarian  
Copy to Director (CDOE)  
Copy to A 2 section/P.F



B.S. Abdur Rahman

# Crescent

Institute of Science & Technology  
Deemed to be University u/s 3 of the UGC Act, 1956  
GST Road, Vandalur, Chennai 600 048

**PROC. NO : 642-A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Mr. F. Abubecker, PRO is transferred as Deputy Registrar for (CDOE) – orders issued – Reg.

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Mr. F. Abubecker, Public Relation Officer in the Administrative Office is transferred as Deputy Registrar for Centre for Distance and Online Education with effect from 01.09.2021.

**REGISTRAR**

To  
Mr. F. Abubecker, PRO/Administrative Office  
Through the Additional Registrar  
Copy the Director (CDOE)  
Copy to all HOD, Deans, Directors & COE  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F



B.S. Abdur Rahman

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**PROC. NO : 642A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Ms. Jabeen Rehana, Stenographer Gr. I/Aerospace Engineering – Transferred as Assistant Registrar for (CDOE) – orders issued – Reg.

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Ms. Jabeen Rehana, Stenographer Gr. I working in the Department of Aerospace Engineering is transferred as Assistant Registrar, Centre for Distance and Online Education with effect from 01.09.2021.

**REGISTRAR**

To  
Ms. Jabeen Rehana, Stenographer Gr. I/Aerospace Engineering  
Through the HOD/Aerospace Engineering  
Copy to HOD/Aerospace Engineering  
Copy to all HOD, Deans, Directors & COE  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F



B.S. Abdur Rahman

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**PROC. NO : 642 A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Ms. S. Kaja Parvin, Accountant/Administrative  
Office – Transferred as Section Officer for (CDOE) –  
orders issued – Reg.

\*\*\*\*\*

Ms. S. Kaja Parvin, Accountant working in the Administrative  
Office is transferred as Section Officer, Centre for Distance and Online  
Education with effect from 01.09.2021.

**REGISTRAR**

To  
Ms. S. Kaja Parvin, Accountant/ Administrative Office  
Through the Finance Officer  
Copy to Finance Officer  
Copy to Director (CDOE)  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F



B.S. Abdur Rahman

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**PROC. NO : 642 A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Ms. S. Roulasharipha, Jr. Assistant cum Typist Gr. II  
Management Studies – Transferred as Assistant for  
(CDOE) – orders issued - Reg.

\*\*\*\*\*

Ms. S. Roulasharipha, Junior Assistant cum Typist Gr. II working in  
the Department of Management Studies is transferred as Assistant,  
Centre for Distance and Online Education with effect from 01.09.2021.

**REGISTRAR**

To  
Ms. S. Roulasharipha, Jr. Asst cum Typist Gr. II  
Management Studies  
Through the HOD/Management Studies  
Copy to HOD/Management Studies  
Copy to Director (CDOE)  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F



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**PROC. NO : 642A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Mr. A. Anburaj, SACO Gr. II/Office of Dean (SCIMS)  
– Transferred as Computer Operator for (CDOE) –  
orders issued - Reg.

\*\*\*\*\*

Mr. A. Anburaj, System Analyst cum Operator Gr. II working in the  
Office of Dean (SCIMS) is transferred as Computer Operator, Centre for  
Distance and Online Education with effect from 01.09.2021.

**REGISTRAR**

To  
Mr. A. Anburaj, SACO Gr. II/Office of Dean (SCIMS)  
Through the Dean (SCIMS)  
Through the Director (Admissions)  
Copy to Dean (SCIMS)  
Copy to Director (Admissions)  
Copy to Director (CDOE)  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F



B.S. Abdur Rahman  
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**PROC. NO : 642A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Ms. S. M. Shifana Rayesha, Jr. Assistant cum Typist  
Gr. II/Commerce – Transferred as Technical Assistant for  
(CDOE) – orders issued - Reg.

\*\*\*\*\*

Ms. S.M. Shifana Rayesha, Junior Assistant cum Typist Gr. II  
working in the Department of Commerce is transferred as Technical  
Assistant, Centre for Distance and Online Education with effect from  
01.09.2021.

**REGISTRAR**

To  
Mr. S.M. Shifana Rayesha,  
Jr. Asst cum Typist Gr. II/Commerce  
Through the HOD/Commerce  
Copy to HOD/Commerce  
Copy to Director (CDOE)  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F





**PROC. NO : 642 A : B2 : 2021, DATED 01.09.2021**

Sub: Estt. - Mr. A. Kondaiyan, Attender Gr. II/CA -  
Transferred as Multi Tasking Staff for (CDOE) - orders  
issued - Reg.

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Mr. A. Kondaiyan, Attender Gr. II working in the Department of  
Computer Applications is transferred as Multi Tasking staff, Centre for  
Distance and Online Education with effect from 01.09.2021.

  
**REGISTRAR**

To  
Mr. A. Kondaiyan, Attender Gr. II/CA  
Through the HOD/CA  
Copy to HOD/CA  
Copy to Director (CDOE)  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F



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**PROC. NO : *642A* : B2 : 2021, DATED 01.09.2021**

Sub: Estt. – Ms. B. Nafessa, Admission Tele Caller/Office of  
Director (Admissions) – Transferred as Computer  
Operator for (CDOE) – orders issued - Reg.

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Ms. B. Nafeesa, Admission Tele Caller working in the Office of  
Director (Admissions) is transferred as Computer Operator, Centre for  
Distance and Online Education with effect from 01.09.2021.

**REGISTRAR**

To  
Ms. B. Nafeesa, Admissions Tele Caller  
Office of Director of (Admissions)  
Through the Director (Admissions)  
Copy to Director (Admissions)  
Copy to Director (CDOE)  
Copy to Vice Chancellor  
Copy to A2 Sec. /P.F