

F.No. RGNAU/5324/01/Admin

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Office Order No. RGNAU/ESTT/2026/039 Dated 22nd May 2026

Attention is invited towards Office Order No. RGNAU/ESTT/2025/164 dated 25.11.2025, Order No.166 dated 25.11.2025 and Order No. 167 dated 25.11.2025 vide which the Liaison Officer for OBC, SC, ST, PwBD, EWS and ExSM was nominated.

The DoPT OM No. No.36023/1/2024-Estt.(Res-I) dated 22nd October 2024 read with DoPT OM dated 04th January 2013 stipulates that it is necessary that every Liaison Officer undergoes training relating to implementation of reservation policies being conducted by ISTM ISTM on "Reservation in Services" and 'Workshop for Liaison Officers'. The said OM also stipulates for Liaison Officers to mandatorily complete the online training programs titled 'Reservation Policy - Reservation in Service' and 'Role of Liaison Officer in Reservation', as available on the iGot Karmyogi Platform.

In view of the above, the Liaison Officers are requested to enrol/register themselves on the Institute of Secretariat Training and Management (ISTM) website i.e. <https://www.istm.gov.in/home/index> and undergo mandatory training/workshop on "Reservation in Services" and "Workshop for Liaison Officers". The Annual Training Calendar 2026-27 of ISTM can be accessed by visiting https://www.istm.gov.in/home/view_annual_calendar/2026.

Further, Liaison Officers are also required to mandatorily complete the online training programs titled 'Reservation Policy - Reservation in Service' and 'Role of Liaison Officer in Reservation', as available on the **iGot Karmyogi Platform** by registering themselves on iGot Karmayogi Platform and submit course completion Certificate to the Establishment Section for record. This exercise should be completed at the earliest **but not later than 31st May 2026**.

A copy of the DoPT OM No. No.43011/153/2010-Estt.(Res.) dated 04th January 2013, containing the Responsibilities and Privileges of the Liaison Officer, are attached herewith for ready reference.

This issues with the approval of the Competent Authority.

Encl: As stated above.


कुलसचिव/Registrar

To,

All Liaison Officers of the University

Copy to:

1. All Deans
2. All Heads/Coordinators of the Departments/Centre/School/Section/Unit
3. Finance Officer
4. Controller of Examinations
5. Librarian (Officiating)

6. All Deputy Registrars
7. Dy. Registrar (Meeting) – to please report it in the next meeting of Executive Council.
8. Officer on Special Duty (AAE & HR)
9. Medical Officer
10. Hindi Officer
11. System Analyst – to upload it on University website.
12. Security Officer
13. PS to the Vice Chancellor
14. PS to the Registrar
15. Office Order/Guard File

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RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

OFFICE ORDER NO. RGNAU/ESTT/2025/166 DATED NOVEMBER 25, 2025

The undersigned is to convey that the Competent Authority has approved the appointment of Dr. Anand Hindolia, Associate Professor (Management or Business Administration Courses), Department of Aviation Management, School of Management as **Liaison Officer for Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with Disability (PwD)** of the University with immediate effect until further order.


कुलसचिव / Registrar

To
Dr. Anand Hindolia
Employee ID : MoCA/NAU/1030
Associate Professor (Management or Business Administration Courses)
Through : Head/Coordinator, Dept. of Aviation Management
Rajiv Gandhi National Aviation University

- with a request to takeover charge accordingly. A copy of the charge report may please be sent to the Registry for record.

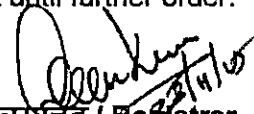
Copy to :

- 1) All Deans
- 2) All Heads/Coordinators of the Departments/Centre/School/Unit
– for circulation amongst the students and employee of their respective units.
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Librarian
- 6) All Deputy Registrars/Deputy Finance Officer
- 7) Officer-on-Special Duty (AAE&HR)
- 8) Deputy Registrar, Meeting Section – to please report in the next meeting of the Executive Committee
- 9) Officer-in-Charge (Accounts & Establishment)
- 10) System Analyst – please upload in the RGNAU website
- 11) Security Officer
- 12) PS to Vice Chancellor
- 13) PS to Registrar
- 14) Office Order file.

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

OFFICE ORDER NO. RGNAU/ESTT/2025/164 DATED NOVEMBER 25, 2025

The undersigned is to convey that the Competent Authority has approved the appointment of Shri Jitendra Prasad, Controller of Examinations as **Liaison Officer for Other Backward Classes (OBC)** of the University with immediate effect until further order.


कुलसचिव / Registrar

To
Shri Jitendra Prasad
Employee ID : MoCA/NAU/1019
Controller of Examinations
Through : Vice Chancellor, Rajiv Gandhi National Aviation University
- with a request to takeover charge accordingly. A copy of the charge report may please be sent to the Registry for record.

Copy to :

- 1) All Deans
- 2) All Heads/Coordinators of the Departments/Centre/School/Unit
– for circulation amongst the students and employee of their respective units.
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Librarian
- 6) All Deputy Registrars/Deputy Finance Officer
- 7) Officer-on-Special Duty (AAE&HR)
- 8) Deputy Registrar, Meeting Section – to please report in the next meeting of the Executive Committee
- 9) Officer-in-Charge (Accounts & Establishment)
- 10) System Analyst – please upload in the RGNAU website
- 11) Security Officer
- 12) PS to Vice Chancellor
- 13) PS to Registrar
- 14) Office Order file.

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RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

OFFICE ORDER NO. RGNAU/ESTT/2025/167 DATED NOVEMBER 25, 2025

The undersigned is to convey that the Competent Authority has approved the appointment of Shri Shiv Kumar, Deputy Registrar as **Liaison Officer for Economically Weaker Sections (EWS) and Ex-Servicemen** of the University with immediate effect until further order.


कुलसचिव Registrar
25/11/25

To
Shri Shiv Kumar
Employee ID : MoCA/NAU/1028
Deputy Registrar, Stores & Purchase Section
Through : Registrar, Rajiv Gandhi National Aviation University
- with a request to takeover charge accordingly. A copy of the charge report may please be sent to the Registry for record.

Copy to :

- 1) All Deans
- 2) All Heads/Coordinators of the Departments/Centre/School/Unit
– for circulation amongst the students and employee of their respective units.
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Librarian
- 6) All Deputy Registrars/Deputy Finance Officer
- 7) Officer-on-Special Duty (AAE&HR)
- 8) Deputy Registrar, Meeting Section – to please report in the next meeting of the Executive Committee
- 9) Officer-in-Charge (Accounts & Establishment)
- 10) System Analyst – please upload in the RGNAU website
- 11) Security Officer
- 12) PS to Vice Chancellor
- 13) PS to Registrar
- 14) Office Order file.