



ರಾಷ್ಟ್ರೀಯ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರವಿಜ್ಞಾನ ಸಂಸ್ಥೆ

(ರಾಷ್ಟ್ರೀಯ ಪ್ರಾಮುಖ್ಯತಾ ಸಂಸ್ಥೆ), ಬೆಂಗಳೂರು-29

राष्ट्रीय मानसिक स्वास्थ्य और तंत्रिका विज्ञान संस्थान

(राष्ट्रीय महत्व का संस्थान), बेंगलूरु - 29

NATIONAL INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCES

(Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India, Bengaluru-29)

No. NIMH/PER(5)/W&T/Admin-Staff/2025-26

Date: 24.01.2026

OFFICE MEMORANDUM

Sub: Deputation of Administrative Staff for Two-Day Workshop and Hands-on Training ... reg.

The undersigned is directed to inform that a Workshop and Hands-on Training session for the Administrative Staff of this Institute is scheduled to be held from **29.01.2026 to 30.01.2026** at the Seminar Hall, 4th Floor, Dr. M.V. Govindaswamy Centre, NIMHANS.

The training will be conducted by **Dr. Shaikh Azaruddin**, Deputy Registrar (Administration, Establishment & Governance), Central University of Karnataka, focusing on preparation and maintenance of Reservation Roster as per Government of India norms.

The list of Officers/Officials deputed for this training is enclosed as **Annexure-I & Annexure-II** and the detailed session schedule as mentioned below:

Sl. No	Day	Session	Topic	Timings	Deputed staff
01	Day – 1 29.01.2026	1 st Session	Preparation & maintenance of Reservation Roster	11:00 AM - 01:00 PM	As per Annexure-I
		2 nd Session	Central Civil Service (Conduct) Rules	01:30 PM - 05:00 PM	
02	Day – 2 30.01.2026	1 st Session	Preparation & maintenance of Reservation Roster	10:00 AM - 01:00 PM	As per Annexure-II
		2 nd Session	General Administrative Rules and RTI	01:30 PM - 04:30 PM	

All deputed staff are required to report at the venue by 10:30 AM on 29.01.2026 and 09:45 AM on 30.01.2026 and ensure their attendance is marked for the entire duration of the program.

The concerned Controlling Officers and Heads of Departments/Sections are hereby requested to relieve the deputed staff from their regular duties to facilitate their participation without fail.


REGISTRAR

To:

All the deputed Officers/Officials
(Through their controlling Officers/Heads)

Copy to:

- 1) The Director
- 2) All the Deans
- 3) The Registrar's Secretariat
- 4) The Medical Superintendent
- 5) The Deputy Financial Advisor & CAO
- 6) The Chief Administrative Officer I/c

- for kind information



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Date: 24.01.2026

ANNEXURE – I

DAY – 1 on 29.01.2026 @ 10:30 AM to 05:00 PM

THE LIST OF OFFICERS/OFFICIALS DEPUTED FOR TRAINING

Sl. No	Name of the Officer	Designation
1	Smt. K.Nagaveni	Chief Administrative Officer I/c
2	Sri. V.Hemaprabhu	Administrative Officer
3	Sri. Doddathammaiah	Administrative Officer
4	Sri. M.H.Jayaraju	Administrative Officer
5	Sri. Murugan J	Administrative Officer
6	Sri. M.T.Chandan Kumar	Administrative Officer
7	Sri. P.Karunakara Gandhi	Legal Assistant
8	Sri. Bipin Chandra Y	Asst. Administrative Officer
9	Smt. Bhagyashree V.G.K	Asst. Administrative Officer
10	Sri. V.Chandrashekar	Asst. Administrative Officer
11	Sri. Amarnath M	Asst. Administrative Officer
12	Smt. K.S.Sudha	Asst. Administrative Officer
13	Smt. B.N.Shashikala	Asst. Administrative Officer
14	Smt. P.Radha	Asst. Administrative Officer
15	Smt. Mamatha C	Asst. Administrative Officer
16	Sri. Manjunath B S	Asst. Administrative Officer
17	Smt. Vijayalakshmi K	Asst. Administrative Officer
18	Smt. Hamitha J	Manager
19	Sri. Manjunatha K	Manager
20	Smt. N.Kalpana	Manager
21	Sri. Chandrashekhar R	Manager
22	Smt. Prestena Prince Tholath	Manager
23	Smt. Kalavathi R	Manager
24	Sri. S.Praveen	Manager
25	Sri. Naveena Kumara M I	Manager
26	Ms. Tasneem Khanum	Manager
27	Smt. Manjusha B	Manager
28	Smt. Nalina Devi R.B.	Manager
29	Sri. Harish B R	Manager
30	Ms. Vishalakshi C.P	Manager
31	Sri. Rajendra Singh N	Manager
32	Sri. Ramesh K	Manager
33	Sri. Jithender C.R.	Manager
34	Smt. Kavitha M	Manager

P.T.O.



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Sl. No	Name of the official	Designation	Department Name
1	Sri. Raghavendra T M	Senior Secretarial Assistant	Director's Secretariat
1	Smt. Anu Antose	Senior Secretarial Assistant	Dean's Office
1	Sri. Ajit Kumar	Senior Secretarial Assistant	Registrar's Secretariat
2	Sri. Vignesh C	Junior Secretarial Assistant	
1	Sri. Vineeth Varghese	Senior Secretarial Assistant	Medical Superintendent's Office
1	Sri. Lohith P S	Junior Secretarial Assistant	R M O's Office
1	Sri.K V Phani Krishna	Senior Secretarial Assistant	Personnel Section
2	Smt.Sushma G	Senior Secretarial Assistant	
3	Ms.Divya S Prakash	Senior Secretarial Assistant	
4	Smt.Chandra K	Senior Secretarial Assistant	
5	Sri.Yathisha V	Senior Secretarial Assistant	
6	Smt.Sharmila R	Senior Secretarial Assistant	
7	Sri.Naveen B	Junior Secretarial Assistant	
8	Sri.Sudeep Naik N	Junior Secretarial Assistant	
1	Smt.Shiji K	Senior Secretarial Assistant	Academic & Evaluation Section
2	Sri.B.V. Vijaya Kumar	Senior Secretarial Assistant	
3	Sri.Mruthyunjaya C H	Senior Secretarial Assistant	
4	Smt.Kavyashree V.	Senior Secretarial Assistant	
5	Sri.Jeffrey Joshua J	Senior Secretarial Assistant	
6	Sri.K Ananda	Senior Secretarial Assistant	
7	Sri.Chinta Suryanarayana	Senior Secretarial Assistant	
1	Sri.Prakash P	Senior Secretarial Assistant	Recruitment Section
2	Sri.Pavan Kumar K S	Junior Secretarial Assistant	
1	Smt.Tulasi R	Senior Secretarial Assistant	Project Section
2	Smt.Prasadu Usha Jayasree	Senior Secretarial Assistant	
3	Smt.Jothi Kala	Senior Secretarial Assistant	
4	Sri.Syed Ershad Hussaini	Senior Secretarial Assistant	
5	Smt.Amala Antony	Junior Secretarial Assistant	
6	Sri.Harish C	Junior Secretarial Assistant	
1	Smt.Divya M	Senior Secretarial Assistant	Purchase Section
2	Smt.Syeda Ashmal Hashmi	Senior Secretarial Assistant	
3	Sri. Amaranatha K N	Senior Secretarial Assistant	
4	Sri.Vijaya Kumar N	Senior Secretarial Assistant	
5	Sri. Suresh Gowda M	Junior Secretarial Assistant	
6	Sri. S.Navaneetha Rao	Junior Secretarial Assistant	



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1	Sri. Prasad K	Senior Secretarial Assistant	Claims Section
2	Sri. Ganesh R	Senior Secretarial Assistant	
3	Sri. Rakesh Kaimal	Senior Secretarial Assistant	
4	Smt. Priyadharshini R K	Junior Secretarial Assistant	
1	Sri. Manjunatha V	Senior Secretarial Assistant	Legal & RTI Section
1	Sri. B.G.G. Anjaneyulu	Senior Secretarial Assistant	Hospital Staff Section
2	Sri. Akith	Junior Secretarial Assistant	
1	Ms. Mirra Murthy Giridhar	Junior Secretarial Assistant	NHS Reimbursement Section
1	Sri. Venkatesh B M	Senior Secretarial Assistant	OPD Payment Section
1	Sri. Keshava N	Senior Secretarial Assistant	Public Relations Office
1	Smt. Ashwini Bellatti	Senior Secretarial Assistant	Hostels
1	Sri. Ravindra P N	Junior Secretarial Assistant	IT Cell
2	Smt. Sethulekshmi R	Junior Secretarial Assistant	
1	Smt. Lavanya K	Senior Secretarial Assistant	CNO's Office
1	Sri. Kishore Kumar R	Junior Secretarial Assistant	Engineering Section


REGISTRAR