



बौद्धिकसंपदा

भारत

एकस्व / अभिकल्प / व्यापारचिह्न
भौगोलिकउपदर्शन /
कॉपीराइटआरजीएनआईआईएम

INTELLECTUAL PROPERTY
INDIA
Patents / Designs / Trade Marks
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RGNIPM



भारतसरकार

GOVERNMENT OF INDIA

कार्यालयमहानियंत्रकएकस्व, अभिकल्पऔरव्यापारचिह्न

Office of The Controller General
Patents, Designs & Trade Marks

वाणिज्यऔरउद्योगमंत्रालय

Ministry of Commerce & Industry

उद्योगसंवर्धनऔरआंतरिकव्यापारविभाग

Department for Promotion of Industry and Internal Trade

बौद्धिकसंपदाभवन

BOUDDHIK SAMPADA BHAWAN

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संख्या/No.CGPDTM-11037/2/2025-CGOFFICE/592 (A)

दिनांक/Date:09.06.2025

OM no. CGPDTM-11037/2/2025-CGOFFICE/592 (A) dated 09.06.2025 supersedes OM CGPDTM-11037/2/2025-CGOFFICE/592 with effect from dated 03/06/2025.

Office Memorandum

Subject: Shifting & Restructuring of the Office of Controller General of Patents, Designs and Trademarks (CGPDTM)– reg.

In pursuance of the Gazette Notification No. CG-DL-E-25022025-261300 dated 25.02.2025 through FN. P-24017/56/2024-IPR-1, the Central Government has notified the change in Headquarter of the CGPDTM with Establishment and Finance Division. Accordingly, the CGPDTM office along with Establishment and Finance Division is to be shifted to the newly designated Head Quarter at,
The Controller General of Patents, Designs, and Trade Marks,
Office of Controller General of Patents, Designs, and Trade Marks,
Bouddhik Sampada Bhawan, Plot No. 32, Sector 14, Dwarka, New Delhi – 110078.

2. Further, as per the aforementioned Gazette Notification dated 25.02.2025, the O/o CGPDTM beside the shifting of Establishment and Finance Divisions, is also undergoing restructuring of various divisions and special cell established for augmentation of the available resources, streamlining and amplifying the operational efficiency in the O/o CGPDTM. Accordingly, the following changes shall come into effect **immediately**:

2.1 : Administration, Establishment and Financial Divisions in O/o CGPDTM:

Table A : Admin & Establishment Division in O/o CGPDTM:

S. No.	Name of Officer	Designation	Work Profile	Reporting to,	Place of Work in CG Office
1.	Sh. Hemant Sadashiv Borale	Director	Director (Administration & Establishment)	CGPDTM	CGO, IPO Mumbai
2.	Sh. S. K. Pandey	Senior Joint Registrar, TM, CR & GI	I/c of Administration in O/o CGPDTM	Director	CGO, IPO Delhi
3.	Sh. N. Ramchander	Joint Controller of Patents & Designs	I/c of Establishment in O/o CGPDTM	Director	CGO, IPO Delhi
4.	Dr. S. D. Bhatnagar	Deputy Controller of Patents &	Tendering & Projects	Director	CGO, IPO Delhi

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		Designs			
5.	Dr. Anand Pal Singh	Deputy Controller of Patents & Designs	Administration & Establishment.	Director / I/c Administration	CGO, IPO Delhi
6.	Smt. Sandhya Kothari	Assistant Controller of Patents & Designs	Administration & Establishment.	Director / I/c Administration	CGO, IPO Mumbai
7.	Sh. Jai Veer	Assistant Controller of Patents & Designs	Administration & Establishment.	Director / I/c Administration	CGO, IPO Delhi
8.	Dr. Chanchal Kumar Malav	Assistant Controller of Patents & Designs	Establishment	Director / In-charge Establishment	CGO, IPO Delhi
9.	Sh. Pankaj Katariya	Assistant Controller of Patents & Designs	Administration	Director / In-charge Administration	CGO, IPO Delhi
10.	Sh. Shiv Mohan Saini	Examiner of Patents & Designs	Administration	In-charge Administration & Establishment	CGO, IPO Delhi
11.	Ms. Shikha Rana	Examiner of Patents & Designs	Establishment	In-charge Administration & Establishment	CGO, IPO Delhi
12.	Sh. Arun Kumar	Senior Examiner of TM, CR & GI	Establishment	In-charge Establishment.	CGO, IPO Delhi
13.	Sh. Vikram Singh	Sr. Examiner of TM, CR & GI	Administration	In-charge Administration	CGO, IPO Delhi
14.	Sh. Heering Pandey	Examiner TM, CR & GI	Establishment	In-charge Administration & Establishment	CGO, IPO Delhi
15.	Ms. S. Saranya	Stenographer Grade I, TM	Administration & Establishment.	In-charge Establishment	CGO, IPO Delhi
16.	Smt. Vaishali Zinjarde	Receptionist	Administration & Establishment.	Director	CGO, IPO Mumbai
17.	Sh. Towinder Singh Sudan	LDC	Administration	In-charge Administration	CGO, IPO Delhi
18.	Sh. Rajbar Singh Panwar	LDC	Establishment.	In-charge Establishment.	CGO, IPO Delhi
19.	Sh. Shubham Singhal	UDC	Administration	In-charge Administration	CGO, IPO Delhi
20.	Sh. Chirag Bhadana	LDC	Establishment	In-charge Establishment	CGO, IPO Mumbai
21.	Sh. Subhadeep Adak	LDC	Administration & Establishment.	Administration & Establishment.	CGO, IPO Mumbai

Table B : Finance Division

i) Sub-Division : Budget & Central Procurement

S. No.	Name of Officer	Designation	Functional Role	Reporting to,	Place of Working in CGO
1.	Sh. C. S. Rao	Deputy Secretary (DS)	Budget & Procurement (B&P)	CGPDTM	DPIIT, Vanijya Bhawan, New Delhi
2.	Sh. Ankush Wankhede	Assistant Controller of Patents & Designs	Sp. Finance Officer (SFO)	DS Finance	CGO, IPO Mumbai
3.	Sh. Siddharth Jadhav	Assistant Controller	Finance Officer	SFO	CGO, IPO Mumbai

30/09/2017



		of Patents & Designs	(B&P)		
4.	Sh. Dinesh Kumar Meena	UDC	UDC (B&P)	FO B&P	CGO, IPO Mumbai

ii) Finance & Audit (F&A) Sub-Division

S. No.	Name of Officer	Designation	Functional Role	Reporting to,	Place of Working in CGO
1.	Sh. C. S. Rao	Deputy Secretary (DS)	Finance & Audit	CGPDTM	DPIIT, Vanijya Bhawan
2.	Sh. Ankush Wankhede	Assistant Controller of Patents & Designs	Sp. Finance Officer	DS Finance	CGO, IPO Mumbai
3.	Sh. Rahul Dhakad	Assistant Controller of Patents & Designs	Finance officer (Finance & Audit)	SFO	CGO, IPO Delhi
4.	Sh. Dharmendra Pal	Assistant Controller of Patents & Designs, Delhi	Audit Officer	SFO	CGO, IPO Delhi
5.	Smt. Rekha Rani	JTO, Delhi	JTO	SFO	CGO, IPO Delhi
6.	Sh. Ankur Gangwar	UDC, Mumbai	UDC (Finance)	SFO	CGO, IPO Delhi
7.	Sh. Kuldeep Singh	LDC, Mumbai	LDC (Finance)	SFO	CGO, IPO Delhi
8.	Sh. Dharampal Meena	DEO, Mumbai	DEO (Bills)	SFO	CGO, IPO Delhi

2.2: Different Intellectual Property Rights Office Operational Framework in O/o CGPDTM:

Table C: Technical IPO Division

i) Section: Patents & Designs Offices at Delhi, Chennai, Kolkata, Mumbai: Overall administration and IP delivery while adhering to timelines as per Patents Act/ Rules and Designs Act / Rules for technical operations of all locations of Patents, & Designs Offices shall be oversee by **Sh. N. R. Meena, Senior Joint Controller of Patents & Designs** in addition to his duties as **Head of Office of Patent Office Delhi**.

S. No.	Name of Officer, Designation	Functional Role	Reporting to,	Place of Working in O/o CGPDTM
1.	Sh. N. R. Meena, Senior Joint Controller of P&D	Head of Office (HO), Patent Office, Delhi	CGPDTM	PO, IPO Delhi
2.	Sh. Pramathesh Sen, Joint Controller of P&D	Head of Office (HO), Patent Office, Kolkata	CGPDTM	PO, IPO Kolkata
3.	Sh. Pinkesh Jain, Joint Controller of P&D	Head of Office (HO), Patent Office, Mumbai	CGPDTM	PO, IPO Mumbai
4.	Sh. B Ahilan, Joint Controller of P&D	Head of Office (HO), Patent Office, Chennai	CGPDTM	PO, IPO Chennai
5.	Smt. Sharmistha Ghosh, Joint Controller of P&D	I/c of Designs Registry, Kolkata	CGPDTM	Design Registry, IPO Kolkata
6.	Dr Kavita Taunk, Joint Controller of P&D	Joint HO of Patent Office, Delhi	HO of PO, Delhi	PO, IPO Delhi
7.	Sh. Anoop K. Joy, Joint Controller of P&D	Joint HO of PO, Chennai	HO of PO, Chennai	PO, IPO Chennai
8.	Sh. Parijat Saurabh, Joint Controller of P&D	Joint HO of PO, Kolkata	HO of PO, Kolkata	PO, IPO Kolkata
9.	Sh. Yogesh Vishnudas Bajaj, Joint Controller of P&D	Deputy HO of PO, Mumbai	HO of PO, Mumbai	PO, IPO Mumbai
10.	Dr. D. Usha Rao, Deputy Controller of P&D	Deputy HO of PO, Delhi	HO of PO, Delhi	PO, IPO Delhi
11.	Dr. Bhanumathi R, Deputy	Deputy HO of PO,	HO of PO, Chennai	PO, IPO Chennai

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	Controller of P&D	Chennai		
12.	Smt. Sweta Rajkumar, Deputy Controller of P&D	Deputy HO of PCT, RO, ISA, IPEA Division	HO of PO, Delhi	PO, IPO Delhi

ii) **Section: Trademarks, Copyrights and Geographical Indications Offices at Ahmedabad, Chennai, Delhi, Kolkata, Mumbai, Nagpur:** Overall administration and IP delivery in TMR, GI and Copyright while adhering to timelines as per TM Act/ Rules, GI Act & Rules and Copyright Act / Rules for **technical operations of all IP locations** shall be oversee by **Dr. P K Pandey, Deputy Registrar of Trademarks, GI and Copyrights** in addition to his assigned duties in CG office, Delhi.

S. No.	Name of Officer	Designation	Reporting to,	Place of Working in O/o CGPDTM
1.	Ms. Rema Srinivasan Iyengar DR of TM, Copyright & GI	HO of TMR, Delhi	CGPDTM	TMR, IPO Delhi
2.	Dr. Prithpal Kaur Sidhu, DR of TM, Copyright & GI	HO of Copyrights, Delhi	CGPDTM	Copyright, IPO Delhi
3.	Smt. Clitty Shaju, DR of TM, Copyright & GI	HO of TMR, Mumbai	CGPDTM	TMR, IPO Mumbai
4.	Sh. Babu Nediamparambathu, DR of TM, Copyright & GI	HO of TMR, Kolkata	CGPDTM	TMR, IPO Kolkata
5.	Smt. B. Kayalvizhi, DR of TM, Copyright & GI	HO of TMR, Chennai	CGPDTM	TMR, IPO Chennai
6.	Sh. M Habibulla AR of TM, Copyright & GI	HO of GIR, Chennai	CGPDTM	GIR, IPO Chennai
7.	Smt. Roopa B, Sr. Examiner TM, Copyright & GI	In-Charge of Madrid Division	HO to TMR Mumbai	TMR, IPO Mumbai
8.	Sh. Prasanth Kumar Bhairappanavar, AR of TM, CR & GI	HO of TMR, Ahmedabad.	CGPDTM	TMR, Ahmedabad

iii) **Section: The non-technical assessment in Patents & Designs and Trademarks, Geographical Indications & Copyrights Offices at Ahmedabad, Chennai, Delhi, Kolkata, Mumbai, Nagpur:** The compliance to IP filing in Patents, Designs, Trademarks, Geographical Indications, Copyright and Semiconductor and Integrated Circuit Layout Design Rights (SICLDR) Act/Rules (Formality & Technical aspect as well) while adhering to timelines as per different IP Act/ Rules shall be oversee by the **Formality Division (FD)** wherein **Shri Nalini Kanta Mohanty, Senior Joint Controller of Patents and Designs** shall lead the Formality Division (FD), Central Functions of RECS, RMID, FFL, Power of Attorneys, Maintenance of e-Register for all IP Offices and Compliance in all Formality matters, Code of Conduct, Patents & Designs Agents, Trademarks & GI Agents related activities like Conduction of Examination, Enrollment and Annual Fees Payment, the compliance, grievances of PA & TA, and related work assigned by CGPDTM in for all IP Offices.

S. No.	Name of Officer	Designation	Reporting to,	Place of Working in O/o CGPDTM
1.	Shri Nalini Kanta Mohanty	Senior Joint Controller of Patents & Designs as Head of Formality Division (Head of FD) & Head of SICLDR	CGPDTM	CGO, IPO Mumbai
2.	Sh. Anant Srivastav	DC P&D, In-charge, SICLDR	HO-SICLDR	CGO, IPO Delhi
3.	Dr. Debasish Banerjee	AC of P&D	HO-FD	CGO, IPO Delhi
4.	Sh. Amol Patil	AC P&D	HO-FD	CGO, IPO Mumbai
5.	Sh. Nilesh Patil	AC P&D	HO-FD	CGO, IPO Mumbai
6.	Sh. Tushar A. Ingale	Sr. Examiner TM, CR & GI	HO-FD	CGO, IPO Mumbai
7.	Sh. Amit Kumar	Sr. Examiner TM, CR & GI	HO-FD	CGO, IPO Mumbai
8.	Sh. L V Shinde	ALIO – PO Mumbai	HO-FD	CGO, IPO Mumbai
9.	Sh. Kedarnath Mahapatra	ALIO– TMR Mumbai	HO-FD	CGO, IPO Mumbai
10.	Sh. Vikas K Tripathi	UDC	HO-FD	CGO, IPO Mumbai

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2.3) Technical Coordination in CG Office for Patent & Designs Offices at Delhi, Chennai, Kolkata, Mumbai; Trademarks, Copyrights and Geographical Indications Offices at Ahmedabad, Chennai, Delhi, Kolkata, Mumbai, Nagpur and RGNIPM Nagpur:

The technical coordination with the different IP offices, Parliamentary Matters, CPGRAMS, RTI, Grievances under O/o CGPDTM shall be done through an **Officer on Special Duty - Technical (OSD-Technical)** will be announced separately wherein **Dr. Dinesh P. Patil, Joint Controller of Patents & Designs** who was earlier discharging duties as HO (Technical) in CG Office shall continue discharging the role of OSD (Technical) in addition to his duties as Interim HO of RGNIPM till further orders. The team mentioned in the below given table shall be working under the direct supervision of OSD (Technical) in CGPDTM Office.

iii-a) Section: Patent & Designs Sub-Division

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Dr. Dinesh P. Patil	Joint Controller of P&D Mumbai, as OSD (Technical)	CGPDTM	CGO, IPO Mumbai
2.	Dr. Sunil Kumar Gautam	DC of P&D, Delhi	OSD (Technical)	CGO, IPO Delhi
3.	Smt. Anita Jatav	DC of P&D, Delhi	OSD (Technical)	CGO, IPO Delhi
4.	Sh. Kishor R. Kadbe	DC P&D, Mumbai	OSD (Technical)	CGO, IPO Mumbai

iii-b) Section: TMR, GI & Copyrights Sub-Division,

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Dr. Dinesh P. Patil	JC of P&D as OSD (Tech)	CGPDTM	CGO Mumbai
2.	Dr. P. K. Pandey	DR of TM, C & GI	OSD (Tech)	CG Office Delhi
3.	Vacant (to be occupied)	Sr. Exam / Exam.	OSD (Tech)	----

3) IT Office:

The operations of IT office shall directly report to the CGPDTM wherein the office shall ensure highest level of service support to internal and external clients without any kind of discrimination. The operations of IT Office shall ensure of seamless access of e-filing, examination and processing through existing / upgraded IT Infrastructure for Patents, Designs, Trademarks, Geographical Indications, Copyrights and SICLDR functions under O/o CGPDTM. The IT Office shall also manage the IT infrastructure, IT Assets of the O/o CGPDTM and also ensure license software / database / clouds / Cyber Security measures etc. The operations of the IT office will be managed by the Head of IT office wherein **Sh. S. C. Karol, Director (IT) DPIIT** as appointed by the DPIIT to discharge the role of HO-IT in addition to his roles and responsibilities as defined by DPIIT till regular appointment of the HO-IT Office.

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Sh. S C Karol*	Director (IT) as I/c HO of IT Office appointed by DPIIT	CGPDTM	DPIIT, New Delhi
2.	Dr. Suneeta Betgiri	DC of P&D	HO, IT Office	CGO, IPO Delhi
3.	Md. Atiqullah	AC of P&D	HO, IT Office	CGO, IPO Delhi

* = The IT Office staff shall report to HO IT for all operational activities in IT Office.

4) IP Quality Management System (QMS),

The Quality Management System (QMS) should be an integral part of the Office of CGPDTM operations and shall be ensured through effective implementation of the IP Quality Management Systems in different output and outcomes to be delivered by all IP offices (i.e. Patents (Domestic, PCT/RO and WIPO ISA-



IPEA), Designs, Trademarks, Copyrights, Geographical Indications, and SICLDR). Additionally, India, being an International Search Authority (ISA) and an International Preliminary Examination Authority (IPEA) required complying with the quality requirement as decided globally by WIPO. The Quality should be a standalone function, directly reporting to CGPDTM under O/o CGPDTM. The QMS shall function as a Special Cell in the O/o CGPDTM, and the functional role as nodal coordinator shall be discharged by an Officer on Special Duty (QMS). **Smt. Rekha V., Joint Controller of Patents & Designs**, shall be functioning in the role of OSD (QMS). The team given below shall be working under the direct supervision of OSD (QMS) in the CGPDTM Office, and on a need basis, the IPO Officials shall be given additional responsibilities for extending their support for improving the Quality Management System in different Intellectual Property Offices.

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Smt. Rekha V.	Joint Controller of P&D as OSD (QMS)	CGPDTM	CGO, IPO Delhi
2.	Sh. M. Ravisankar	DC P&D	OSD (QMS)	CGO, IPO Chennai
3.	Sh. Divyanshu Mishra (Mechanical)	AC P&D	OSD (QMS)	CGO, IPO Delhi
4.	Sh. Ramalinga Prasad	AC P&D	OSD (QMS)	CGO, IPO Kolkata
5.	Sh. Veera Raghavulu	AC P&D	OSD (QMS)	CGO, IPO Chennai
6.	Sh. Thilak Vadicherla	AC P&D	OSD (QMS)	CGO, IPO Chennai
7.	Sh. Raghavendra M	AC P&D	OSD(QMS)	CGO, IPO Delhi

5) Process Excellence Cell (PEC):

The reasoned disposal and speaking orders are integral benchmarking in the IP offices wherein a sound technical skills and capacity building are required to undertake as a dedicated Capacity Building Unit (CBU) which is established to impart the training of the IPO officers while they are discharging their duties adhering to the reasoned order writing and timely disposal of the IP applications put forward to them. The matters which are referred back to IPO through different court orders or by way of filing review petition by the applicants should be examined as standalone function in O/o CGPDTM. The PEC Cell shall advise the CGPDTM on deserving action on any such orders or petition filed before the office. The PEC shall function as a Special Cells in the O/o CGPDTM and the functional role as national coordinator shall be discharged by an Officer on Special Duty – (PEC). **Sh. S Thangapandian, Joint Controller of Patents & Designs** shall be functioning as in the role of **OSD (PEC)**. The CBU initiatives shall be managed through National Coordinator wherein till regular appointment the coordinator roles and responsibilities of CBU shall be discharged by **Sh. S Thangapandian, Joint Controller of Patents & Designs**. The officers on need basis shall be engaged for their support to the CBU in executing the Annual Capacity Building Plan and adhere the training calendar through RGNIPM or suitable training facility in the country for new recruit or existing or other central / state government institute.

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Sh. S Thangapandian	JC of P&D as OSD (PEC)	CGPDTM	CGO, IPO Chennai
2.	Ms. Anjali	AC P&D	OSD (PEC)	CGO, IPO Chennai
3.	Sh. Ejjirothu Srihari	AC P&D	OSD (PEC)	CGO, IPO Chennai

6) International Affairs, Data Analytics & IP Policy Division

The WIPO & International Affairs and IPR Policy related coordination under the O/o CGPDTM shall be discharged under Special Cells created for the same. The functions of **International Affairs, Data Analytics and Policy** shall be discharged by an Officer on Special Duty – (IADAP). **Sh. C N Shashidhara, Joint Controller of Patents & Designs** shall be functioning as in the role of OSD (IADAP). The team mentioned in the below given table shall be working under the direct supervision of OSD (IADAP) in CGPDTM Office. The Office of CGPDTM shall also form a separate committee for engagement of other



S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Sh. C. N. Shashidhara	JC of P&D as OSD (IAD & DA)	CGPDTM	CG Office Delhi
2.	Sh. Arpit Joshi	AC P&D, Delhi	OSD (IADAP)	CG Office Delhi
3.	Sh. Shammi Ranjan	AC P&D, Delhi	OSD (IADAP)	CG Office Delhi
4.	Ms. Manisha Lakhera	Examiner of P&D Delhi	OSD (IADAP)	CG Office Delhi
5.	Ms. Tripti Pandey	Examiner of P&D	OSD (IADAP)	CG Office Delhi
6.	Ms. Suchetana Bhattacharyya	Examiner P&D, Delhi	OSD (IADAP)	CG Office Delhi
7.	Sh. P. Sarath	AC, P&D, Kolkata	OSD (IADAP)	CG Office Kolkata
8.	Ms. Mehak	Examiner P&D, Delhi	OSD (IADAP)	CG Office Delhi
9.	Ms. Chhavi Garg	Examiner P&D, Delhi	OSD (IADAP)	CG Office Delhi

The Legal and Litigation Cell (LLC) in O/o CGPDTM shall function to bring efficiency in all legal matters ensuring timely submissions and accurate affidavits in all Administrative, Establishment, Technical and any other legal matters involving Union of India, DPIIT or O/o CGPDTM as respondent party before the different courts and tribunals. The LLC function as a Special Cells in the O/o CGPDTM and the functional role as national coordinator shall be discharged by **an Officer on Special Duty – (LLC). Dr. Kavita Taunk, Joint Controller of Patents & Designs** shall be functioning as in the role of OSD (LLC). The GPM Sections in different IP Offices shall function under LLC. The different HO of IP Offices shall ensure that the respective GPM prepare the primary drafts for any response by the IP Office in different courts, tribunals and subsequently through LLC the same shall be reviewed and approved by the competent authority in the respective legal matters. In all technical matters, the respective IP officials shall prepare a primary draft to defend the decision of the respective IP office and through GPM it will be processed for submission to LLC. Additionally, the LLC shall be responsible to review the decision in consultation with the technical officers involved and recommend appeals to be filed by the O/o CGPDTM or Union of India against the decision received from different courts or tribunals. LLC shall also maintain the digital repository of all legal cases that is searchable by relevant section of the IP Act/Office Names etc. Additionally on need basis, the IPO Officials shall be given responsibilities for extending their support in addressing Legal and Litigation needs for different Intellectual Property Offices. Initially the team identified in below given table shall be working under direct supervision of OSD (LLC).

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDMT
1.	Dr. Kavita Taunk	JC P&D as OSD (LLC)	CGPDMT	CGO, IPO Delhi
2.	Sh. Saroj Kumar	JC of P&D	CGPDMT	CGO, IPO Delhi
3.	Sh. Ravi Prakash Pandey	AC P&D, Delhi	OSD (LLC)	CGO, IPO Delhi
4.	Dr. Raju Tiwari	AC P&D, Delhi	OSD (LLC)	CGO, IPO Delhi
5.	Smt. Reena Rathore	AC P&D, Delhi	OSD (LLC)	CGO, IPO Delhi
6.	Sh. Rajneesh Pratap Singh	AC P&D, Delhi	OSD (LLC)	CGO, IPO Delhi
7.	Sh. Mohit Dhankar	Sr Examiner TM, CR & GI	OSD (LLC)	CGO, IPO Delhi
8.	Sh. Pritam Singh	AAO, Delhi	OSD (LLC)	CGO, IPO Delhi
9.	Sh. Tilak Raj Sharma	UDC (Documentation), Delhi	OSD (LLC)	CGO, IPO Delhi

IP Office is planning to revamp entire IT Operations wherein there is a need for focused execution of IPO Process Re-Engineering (ITPRE), CBU driven APAR & IP Impact group related activities. For seamless and effective implementation of IT related transformation to further amplify the Output and Outcomes of

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different IP Offices. The ITPRE shall function in collaboration with QMS Division to ensure the effective measures are taken timely and efficiently to implement QMS in IP Office while maintaining the data quality in IPO.

The functional role in ITPRE and IPI Group shall be directly reporting to CGPDTM. **Sh. Santosh Kumar Gupta will be discharging duties as Officer on Special Duty (OSD) for IT Process Re-Engineering (ITPRE) and IP Impact Group (IPIG)** and the officers' mentions below shall coordinate the activities under direct supervision of the CGPDTM through OSD (ITPRE).

S. No.	Name of Officer	Designation	Reporting to	Place of Working in O/o CGPDTM
1.	Sh. Santosh Kumar Gupta	AC P&D, (OSD) for ITPRE and IPIG	CGPDTM	CGO, IPO Delhi
2.	Sh. Rahul Gahlan	AC P&D	OSD (ITPRE)	CGO, IPO Delhi
3.	Sh. Shubham Shukla	Examiner P&D	OSD (ITPRE)	CGO, IPO Delhi
4.	Sh. Chetan Maan	Examiner P&D	OSD (ITPRE)	CGO, IPO Delhi
5.	Sh. Amit Singh	Examiner P&D	OSD (ITPRE)	CGO, IPO Delhi

All the concerned sections/ divisions / cells are hereby directed to ensure the smooth transfer of all official records, equipment and personnel belongings to the new premises in a phased wise manner once the ISA Building in IPO Dwarka Delhi is handover by NBCC to the O/o CGPDTM.

The officials who shall be functioning from IPO Delhi shall be relieved from their present location in phase wise manner ensuring the availability of the space in IPO Delhi.

9) In page 5, Para 3: IT Office, Note is added "the other officials who are currently working in IT Office will continue in IT Office".

10) Sh. Ajay P. Patil , AC P & D and Sh. Amol R. Patil, AC P & D shall continue working in Administration and establishment matters related to Recruitment till the end of the ongoing recruitment drive of 2025. Thereafter both will be shifted to Formality Division at CGO, PO, Mumbai.



Prof. (Dr) Unnat P. Pandit

Controller General of Patents, Designs & Trade Marks,
Registrar of Copyright and Geographical Indications &
Semiconductor, Integrated Circuit Layout Design Rights (SICLDR)

Copy to:

1. Shri Arun Kumar Gupta, Under Secretary to the Government of India, DPIIT
2. Head of Office, Patent Office, - Chennai, Delhi, Kolkata, Mumbai.
3. Head of Office, TMR – Ahmedabad, Chennai, Delhi, Kolkata, Mumbai.
4. Head of Office, RGNIIPM, Nagpur.
5. Head of Office – GIR, Chennai.
6. Head of Office/In-charge – Designs Office, Kolkata.
7. Head of Office, SICLDR, Delhi
8. Head of Office, IT Office, Delhi – to upload on official website.
9. PAO,PDTM, Mumbai
10. Hindi version follows.