



F.No.9-3/21<sup>st</sup>NDWBF/2013/Exh.

01.01.2013

**OFFICE ORDER NO. 1059/2013**

With a view to ensure efficient and systematic execution of different activities pertaining to the organization of New Delhi World Book from 4 to 10 February 2013 by NBT, India at Pragati Maidan, it is proposed that we may allocate some of the specific responsibilities to various officers/officials of the Trust as under with immediate effect:-

1. **Overall Control of the Fair**

Director

2. **Chief Co-ordinator & Public Relations Officer**

Mrs. Farida M. Naik                      Joint Director (A&F)

3. **Intimation to participants about Stall/Stand Nos.**

Shri Pradip Chhabra                      DD(Exh) Overall-in-charge

**Support**

Shri Anil Kumar Khanna                      AD(Exh.-I)

Shri Rajeev Chaudhry                      AD(Exh.)

Shri SK Arya, Asstt, Shri Chandi Prasad, Asstt, Shri Sunil Kumar, Jr. Steno, Shri Rajesh Kumar, Jr Steno, Ms Usha Kaul, Lib. Asstt., Shri Sunil Kumar Yadav, UDC and Bhim Singh, Contractual, Shri Vikash Bisht, DEO (Contractual) and Shri Vishal Kumar, DEO (Contractual).

4. **Supervision of Halls**

The respective Hall In-Charges will be responsible for overall monitoring of putting up and dismantling stands/stalls, and laying of the carpet in the passages of the halls. The respective Hall In-Charges will also be responsible for extra electric point in the stalls in their halls and ensure to collect the extra power consumption charges as per ITPO's approved rates from the participants. They will conduct inspection of all the stalls by 6 February 2013 and the search report may be provided to the approved PVR Committee and ensure that no stall holder gets extra point without the permission of the Hall In-Charge. The payment of electric consumption charges will be collected by the Hall In-Charges and also deposited to the Accounts Section immediately.

**Hall No. 1F (Front)**

In-Charge : Shri Yogesh Anand Giri, AD (P)  
 Support : Shri Kuldev, UDC  
 Shri Rajpal Singh, UDC  
 Shri Raghubir Singh, Peon

**HALL No. 1R (Rear)**

In-Charge : Shri Ved Prakash, Suprintendent  
 Support : Shri Ram Avtar, LDC  
 Shri Mukesh Chand, Packer  
 Shri B.K. Meena, Peon

**HALL NO. 2&3**

In-Charge : Shri Surender Pruthi, Supdt  
 Support : Shri Ombir, LDC  
 Shri Rohit Kumar, Peon-cum-Messenger  
 Shri Chandan Singh, DEO (Contractual)

**HALL NO.4&5**

In-Charge : Shri Amit Karki, RM(SRO)  
 Support : Shri Yogesh Kumar, Accountant  
 Shri Jaipan Singh, Packer  
 Shri Sita Ram Meena, Peon-cum-Messenger

**HALL NO.6**

In-Charge : Shri Narinder Kumar, Production Assistant  
 Support : Shri Devi Charan, Asstt  
 Shri Dharambir Singh, UDC  
 Shri Baljeet Singh, Peon

**HALL NO 7A to E**

In-Charge : Shri Anil Khanna, Asstt. Director(Exh.)  
 Support : Shri Vir Chand, UDC  
 Shri Mahinder Pal, Daftry  
 One Contractual staff

**HALL NO.12**

In-Charge : Shri Anuj Kumar Bharti, AD(P)  
 Support : Shri Munish Kaura, UDC  
 Shri Shatrughan Rai, Packer  
 Shri Yogender Pal Singh, Peon

**HALL NO.12 A**

In-Charge : Shri G. Rengarajan, Prod. Asstt.  
 Support : Shri Ramender Mehra, Steno.  
 Shri Satish Kumar, Peon  
 Shri Birender Prasad, Peon

**HALL NO.14**

In-Charge : Shri Ranjan Kumar, AD(Editorial)  
 Support : Shri Yashpal Singh, Assistant  
 Shri Ram Paul, LDC  
 Shri Ombir, Peon

**HALL NO.18**

In-Charge : Shri Saibur Rahman, RM(ERO)- Mezzanine  
 Support : Shri Narender Singh, Contractual  
 Shri Bani Singh, UDC  
 One Contractual staff  
 In-Charge : Shri Tarun Davey, AD (Prod) - Ground  
 Support : Shri Suresh Chand Pawar, UDC  
 Shri Ashok Kumar Yadav, LDC  
 One Contractual staff

Every evening at 8 p.m., Director will take meeting of officers and Hall In-Charges to discuss the problems, complaints, suggestions, etc. of the day.

5. **Registration of participants – 3February 2013 & Management of Information Booth**

Ms Neera Jain, Editor (English) Overall-Charge  
 Ms Madhu Gupta, DD(C&F) Officer-in-charge

**Support**

Ms. Sunta Dhawan	Librarian
Ms. Sunita Bajaj	Sr. Steno
Ms. Sunita Verma	Sr. Steno
Ms. Meena Nagpal	Jr. Steno
Ms. Kaushalya Chhabra	Jr. Steno
Ms. Chander Prabha	Jr. Steno
Ms. Basanti Bhatt	UDC
Ms. Seema Dutta	LDC
Ms. Anju	LDC
Ms. Shashi Bala	LDC
Ms. Pooja Rawat	LDC
Ms. Bhavna Lohia	LDC
Ms. Binita Rawat	LDC

One contractual peon with each and every Information Booth at Pragati Maidan will be provided.

**Registration will be done at the Information Counters of the respective Halls in which the participants are placed. After the registrations, the whole registration team will be relocated to different information booths as per instructions of Ms. Neera Jain, Editor (English) and ShriMayank Surolia, AD(Estt.), who shall ensure that each information booth has at least one Trust's official apart from the hired hostesses.**

6. **Issue of Completion Certificate of stalls/stands**

Shri Pradip Chhabra, DD (Exh.) : Overall-in-Charge

Shri Debu Sarkar, DD (Art)

Shri Imranul Haque, DD (NRO)

Shri Rajeev Chaudhry, DD(Exh.)

7. **Attending to the grievances of participants**

Shri Satish Kumar, JD (P) : Overall-in-Charge

**Support**

**Hall No. 1, 1Front** : Shri Yogesh Anand Giri, AD (P)

**Hall No. 1, 1R Rear**: Shri Ved Prakash, Superintendent

**Hall No. 2&3** : Shri Surinder Kumar Pruthi, Supdt.(Prod. Store)

**Hall No.4&5** : Shri Amit Karki, RM(SRO)

**Hall No.6** : Shri Narinder Kumar, Production Assistant

**Hall No. 7A to E** : Shri Anil Khanna, AD (Exh.)

**Hall No.12** : Shri G. Rengarajan, Prod. Asstt.

**Hall No.12A** : Shri Anuj Kumar Bharti, AD(P)

**Hall No.14** : Shri Ranjan Kumar, AD(Editorial)

**Hall No.18** : Shri Saibur Rahaman, RM(ERO)  
Shri Tarun Davey, AD (Prod)

8. **Taking possession of all halls, services from ITPO on 2 February at 10 a.m. and handing over of halls/services to ITPO on 11/12 March 2013 by 10 a.m.**

**Hall Nos 1-6**

Shri Pradip Chhabra, DD (Exh.)  
Shri Anuj Bharati, AD (P)

**Hall Nos. 7A to E**

Shri Anil Khanna, AD(Exh.)

**Hall Nos. 12, 12A, 14 & 18**

Shri Anuj Bharti, AD(P)  
Shri Tarun Davey, AD(P)

9. **Taking possession of sites of publicity boards, poles, cubes, fascia from ITPO on 2 February 2013 at 10 a.m. and handing over to ITPO on 11/12 March 2013 by 10 a.m.**

Shri Sumit Bhattacharjee, AD (I&P) : Overall-In-charge  
Shri Rajeev Chaudhry, AD(Exh.) : Officer-in-charge

**Support**

Shri Samaresh Chatterjee, Sr Artist  
Ms Babita Biswas, Jr Artist  
Shri Narender Tyagi, Artist (Contractual)  
Assisted by two peons

10. **Printing of Publicity and other material related to the WBF**

Shri Satish Kumar, JD (P) Overall In-charge

**Support**

Shri Tarun Davey, AD (P)  
Shri Devi Din, Prod Asstt for all material in Hindi  
Shri Narender Kumar, Prod. Asstt. for all material in English  
One daily wage peon

11. **Overall coordination and liaison with ITPO**

Ms Farida M Naik, JD (A&F) Overall-in-charge  
Shri Pradip Chhabra, DD (Exh) Officer-in-charge

**Support**

Shri Rajeev Choudhry, AD(Exh.)  
Shri Kumar Samresh, AD(Admn.)

12. **Monitoring of the fixing of Thematic Boards, Directional Boards, Signage Hoardings in Pragati Maidan, etc. and decoration of halls**

Shri Sumit Bhattacharjee, AD (I&P) : Overall-Incharge

**Support**

Shri Samaresh Chatterjee, Sr Artist  
 Shri S.K. Arya, Assistant  
 Shri Umesh Chander, Assistant  
 Ms Babita Biswas, Jr Artist  
 Shri Narender Tyagi, Artist (Contractual)  
 Assisted by two peons

13. **Monitoring of the fixing of Buntings, Flagpoles etc requisitioned by some participants Flags of the participating Foreign Countries to be arranged from ITPO or concerned embassies of the countries**

Shri Sumit Bhattacharjee, AD(I&P) : Overall-in-Charge  
 Shri Rajeev Chaudhry, AD(Exh.) : Officer-in-charge

**Support**

Shri Surinder Pruthi, Superintendant  
 Shri S.K. Arya, Assistant  
 Shri Sunil Kr. Yadav, UDC  
 Shri Yogender Pal, Peon  
 One daily wage peon

14. **Monitoring of Security Personnel, Fire Fighting Equipment, Cranes at all entrance of ITPO, Ambulance and Medical Services, Contractual Labour and Sweepers for cleaning of toilets and arrangement of drinking water in each and every hall**

Dr Deepankar Gupta, AD(Sales Store) : Officer-in-Charge

**Support**

Shri Sukhbir Singh, Asstt  
 Shri Umesh Chander, Asstt  
 Shri Laxmi Kant Sharma, Jr. Steno  
 Shri Babu Ram, LDC  
 Shri Sukhbir, LDC  
 Shri Gokul Chand, LDC  
 Shri Anup Singh, Peon  
 Two Contractual Staff

15. **Monitoring of Vehicles for the WBF**

Shri K. P. Mishra, UDC(Caretaker) Overall Incharge

**Supporting Staff**

Shri Tara Chand, Peon

During the period from 4– 10February 2013, all vehicles but excluding Ambassador DL12C-1165, Ambassador DL-12C-1213, shall be under the control of AD (Admn) who would allot these as per the requirements.

16. **Information Counters**

Ms. Farida M. Naik, JD (A&F) Overall-in-charge

Ms Neera Jain, Editor (Eng) Officer-in-charge

(a) **Interviewing the hostesses in the NBT Office at VasantKunj, New Delhi.**

Ms Neera Jain, Editor (Eng), Ms. Madhu Gupta, DD(C&F) and Shri Kumar Samresh, AD (Admn.)

(b) **Briefing to the hostesses on 2/3.2.2013**

Ms Neera Jain, Editor (Eng), Ms. Madhu Gupta, DD(C&F), assisted by Ms. Sunita Narotra, Assistant and Ms. Meena Sharma, UDC

17. **Allotting duties to the hostesses, providing them with the relevant information material and monitoring their work, processing the bill for payment**

Ms. Neera Jain, Editor (Eng.) Overall-in-Charge

Ms. Madhu Gupta, DD(C&F) Officer-in-Charge

**Support**

Ms Sunita Narotra, Asstt.  
Ms Meena Sharma, UDC

18. **Protocol**

Shri Satish Kumar, JD (P) : Overall-in-Charge

**Support**

Shri Kumar Samresh, AD(Admn.)  
Ms Pratibha Kapur, Supdt.  
Ms Lily Puri, Asstt  
Shri Pavan Dubey, Production Assistant  
Shri Avinash Anand, LDC

19. **Supply of Books to NRO and Other Agents/Distributors as per demand of NRO**

Shri Baljeet Kumar, Suptd. (Stores) : Overall in-charge

**Support**

Shri Vijay Kumar, LDC  
Two daily wage peons

20. **Management of Traveller Buses**

Shri V N P Singh, Consultant(Estt.) : Overall in-charge

**Support**

Shri Dev Raj Kumar, Assistant  
 Shri Ravindra Kumar, Telephone Operator  
 Shri Bijinder Kumar Meena, Peon-cum-Messenger  
 Shri Yogender Pal, Peon-cum-Messenger  
 Shri Gaurav, Supervisor (through Placement Agency)

21. **Catering**

Shri Karun Kumar Gupta, AO : Officer-in-Charge

**Support**

Shri Ashish Chaudhury, Accountant  
 Shri Raj Kumar, UDC  
 Shri Sunil Kumar Yadav, UDC

The catering team will ensure continuous supply of drinking water, especially in the **Camp office, Media room and the CM's & Director's room(s)**. They will also ensure regular supply of tea/coffee, soft drinks and cookies, biscuits etc. to the members of the staff as well as the hostesses/ushers. They would ensure the installation of tea/coffee vending machines and water dispenser at office block, **Media Room, Director Office, CM office**.

In addition, they would be responsible for serving mineral water, tea/coffee and lunch during the programmes being organized by the NBT at the WBF-2013.

22. **On the spot payments to ITPO and Various Contractors**

Shri Shyam Lal Kori, AO (C&P) : Officer-in-Charge

**Support**

Shri RK Pathak, Accountant  
 Shri Jagdish Rajput, Cashier  
 Shi Devi Dayal, Peon-cum-Messenger

Shri RK Sachar, Consultant (Audit) shall monitor all the payments from audit point of view.

**Note:** All payment claims to be entertained at the Fair site will be vetted by Shri Shyam Lal Kori, Accounts Officer (C&P) and Mrs. Sunita Madan, Accountant at the Fair office.

23. **Drawing and Disbursing**

Ms Farida M Naik, JD (A&F) : Overall-in-Charge

Ms. Madhu Gupta, DD(C&F)



**Support**

Shri Mayank Surolia, AD (Estt)  
 Shri Dinesh Sharma, AD  
 Shri ShyamLalKori, AO (C&P)  
 Ms. Vibha Malik, Assistant  
 Shri RK Pathak, Accountant  
 Shri Satish Kumar, UDC  
 Shri Santosh Kumar, Jr Stenographer  
 Shri Jagdish Rajput, Cashier  
 Shri Mohan, LDC  
 Shri Manoj Kumar, Peon (Contractual)

24. **Stores (Admn) at PragatiMaidan**

Shri Mayank Surolia, AD(Estt.) : Overall-in-Charge

**Support**

Shri Rajkumar, UDC  
 Shri Lallan Mahto, Packer

All printed material related to the World Book Fair, including the Fair Directory, kit bags, stationery, folder and catalogues etc shall be received and issued by Shri Mayank Surolia, AD(Estt.). For this purpose, he shall be provided with a room to be used as a store at Pragati Maidan.

For the participants, the material shall be issued at the recommendation of any of the following:

- (a) JD (P)
- (b) Editor (Ms. Neera Jain)/ AD (Estt.)
- (c) DD (Exh)

For the press, the material shall be issued on the recommendation of Director/JD (A&F)/DD (Exh). For the office of the Director and Chairman, the material will be issued on the recommendation of the Sr. PA to Director and PS to Chairman, respectively.

For the various **Seminar Pavilions and Protocol**, the material shall be issued on the recommendation of JD (A&F)/CE&JD/DD (Exh)/Respective Seminars/Pavilion In-Charge(s).

The above team shall also be responsible for issuing the kits to the participants. The kits which would comprise the Fair Directory, a scribbling pad, pen, NBT Dairy, NBT calendar of events; About Ourselves (in English and in Hindi), NBT catalogues (in Hindi and in English), NBT Annual Calendar, participants' badges, hall-wise layout plans. All these items shall be available with Shri Mayank Surolia, AD(Estt.), who would be In-Charge of all stores at Pragati Maidan with assistance of Shri Rajkumar, UDC and Shri Lallan Mahto, Packer with direct reporting to DD (Exh).

The kits shall be issued to Ms Sunita Narotra, Asstt and Ms Meena Sharma, UDC on the recommendation of Editor (Ms. Neera Jain)/ AD (Estt.).

25. **Media Centre**

Ms Farida M Naik, JD (A&F) : Overall-in-Charge

**Support**

Shri Sumit Bhattacharjee, AD (I&P)  
Shri Kumar Samresh, AD (Admn)

**Media Cell (Hindi)**

Ms Uma Bansal, Editor (Hindi) : Officer- In-charge

**Support**

Shri Subhash Chander, Sr. Steno

**Media Cell (English)**

Ms Surekha, EA : Officer-in-charge  
Ms. Alpana Bhasin : Translator(Hindi)

**Support**

Shri SS Bhattacharya, Asstt.  
Shri R S Negi, Gest. Operator

**Photo & Video Coordination**

Shri B B Patel  
with one Daily wager

Ms Uma Bansal, Editor (Hindi) shall prepare press releases, material for 'Today's Engagements', etc. in Hindi; Ms Surekha, EA will prepare such material in English; Shri SS Bhattacharya, Asstt and Shri Rajkumar, Peon (contractual) will distribute press material to the media persons by personal visits, whenever necessary, or through fax.

Ms Surekha and Shri SS Bhattacharya, Asstt would distribute material to the media, prepare press clippings of the daily coverage, and arrange their display in the Media Centre under supervision of Ms Uma Bansal, Editor (Hindi).

**It is to be ensured that Chairman and Director and any other officer especially authorized by them only would speak to the Press.**

26. **Computer/EDP Cell**

Shri Priyank Mitra, Computer Programmer and his team comprising of Shri Rajan, DEO, Shri Arvind,(Contractual Staff), Shri Ajay, DEO (Contractual) and One DEO (Contractual) and Ms. Krishna Devi, Peon will be responsible for the multimedia presentation, monitoring of computers, internet connectivity, Plasma Screen, Server, telephones and all items related to computer. There will be a briefing of the media every evening by the Director. Computer, printer and telephone line at stalls of NBT and other places wherever required during the fair, shall be provided by the Computer Cell.

27. **Camp Office**

Shri Pradip Chabra, DD (Exh.) : Overall in-Charge  
 Shri Rajeev Chaudhry, AD (Exh) : Officer-in-charge

**Support**

Shri SK Arya, Asstt  
 Shri Chandi Prasad, Asstt  
 Shri Sunil Kumar, Jr Steno  
 Shri Rajesh, Jr Steno  
 Shri Sunil Kumar Yadav, UDC  
 Shri Deepak Gothwal, LDC  
 Shri Bhim Singh, Contractual  
 Shri Vikas Bisht, DEO(Contractual)  
 Shri Vishal Kumar, DEO(Contractual)  
 Shri Rajkumar, Peon  
 Shri Surinder Kumar, Peon (Contractual)  
 Shri Neeraj Kumar, Peon (Contractual)

28. **Distribution of Furniture**

Shri Keshraj Sharma, Asstt and Shri Sita Ram Meena, Peon will look after the work for distribution of furniture to various Pavilions and Halls.

29. **Physical Verification Committee for the verification of Stalls/Stands, Carpet, PA system, furniture and stationery etc. under the supervision of DD (Stores)**

Shri Pradip Chhabra, DD (Exh) : Overall in-charge

**Support**

Shri Rahul Koshambi, AE (Marathi)  
 Shri Karun Kumar, AO (Budget)  
 Shri Subhashish Dutta, Supdt  
 Shri Sudhir Kumar, Accountant  
 Shri RK Pathak, Accountant  
 Shri Keshraj Sharma, Asstt  
 Shri Bani Singh, UDC  
 Shri Mange Ram Thakran, UDC  
 Shri Shatrughan Rai, Packer  
 Shri Mahavir Bhagwan, Packer  
 Shri Rajender, Attendant

In case DD (Exh) is unable to spare time, he will be represented by Shri Rajeev Chaudhry, Assistant Director (Exhibition).

30. **Printing of the invitation card, car park labels with maps indicating parking areas for various categories of invitees, and envelopes**

Shri Tarun Davey, AD(P) : Officer-in-charge

**Support**

Shri Narendra Kumar, Prod Asstt

The car park labels and the maps designed by DD (Art) shall be provided to Shri SR Veenesh, AD (P)

31. **Preparation of category-wise lists of invitees for the inaugural function**

Dr. Baldev Singh, CE&JD : Officer-in-charge

**Support**

Team of Editors, Computer Cell  
Smt. Krishna Devi, Peon

32. **Mailing of the invitation cards**

Shri Mayank Surolia, AD(Estt.) : Overall in-charge

**Support**

Shri SS Bhattacharya, Asstt  
Shri Gokul Chand, LDC  
Shri Mahavir Bhagwan, Packer  
Shri Vijay Kumar, Packer  
Shri Anup Singh, Peon  
Shri Pravin, Peon (Cont)  
Shri Sonu Sharma, DEO (Cont)  
Shri Prashant, Peon (Cont)

A number of invitation cards such as those meant for officers of the M/o HRD, Trustees, Presidents of the various federations/associations of publishers and booksellers, retired NBT officials and other important contacts will have to be delivered, either through courier or through special messenger. This will be taken care of by AD (I&P) and AD (Admn) both.

33. **Despatch Management**

Following staff shall remain in the NBT HQ and will liaise with DD(Exh)/AD(Exh.) for any dispatch related tasks:

Shri Anup Singh, Peon  
Shri Sonu Sharma, DEO (Cont)  
Shri Praveen, Peon (Cont)

34. **Preparation of the backdrop for Inauguration and other Literary events & Author's corners etc.**

Shri Debu Sarkar, DD (Art) : Overall- in-charge

Shri Kumar Vikram, Editor : Officer-in-charge

**Support**

All staff members of Art Cell

35. **Coordination of the inaugural function, including arrangements at the dias**

Shri Satish Kumar, JD (P) Overall- in-charge

**Support**

Shri Debu Sarkar, DD (Art)  
 Shri H Nagarajappa, Editor (Kannada)  
 Dr. Lalit Kishore Mandora, AE (Hindi)  
 Shri Sumit Bhattacharjee, AD (I&P)  
 Shri Kumar Samresh, AD (Admn)  
 Dr. Deepankar Gupta, AD(Store)

36. **Ushering of guests**

Ms Uma Bansal, Editor (Hindi) Overall-in-charge

Shri Kumar Vikram, Editor (Eng) will prepare the draft inaugural address of the Minister of HRD and also of Chairman and Director whenever required related to any programme of World Book Fair.

37. **Booking of passage and arranging accommodation for overseas participants for Delegates of Cultural Exchange Programme/ Regional & State Language Associations**

Shri Anil Kumar Khanna, AD (Exhibition) Overall-in-charge

Shri Kumar Samresh, AD(Admn.)  
 Shri Karun Kumar Gupta, AO (Bills)  
 Shri Mukesh Chand, Packer

38. **Preparation of Fair Directory**

**Fair Directory (English)**

Shri Kumar Vikram, Editor (English) : Overall-in-charge

**Support**

Shri G. Rengarajan, Production Assistant  
 One person on Freelance basis  
 Shri Deepak Kumar, LDC (Contractual)  
 Shri Bhim Singh from Exh. Section for coordination

39. **Coordination Committee for Literary Programmes**

Dr. Baldev Singh, CE&JD : Overall-in-Charge

**Author's Corner**

Dr. Shams Equbal, Editor  
 Dr. Pramod Kr. Sar, AE(Oriya)  
 Four Student Volunteers  
 One Production Assistant (To be joined)

**Other Literary Programmes**

Shri Bratin Dey, AE (Bangla)  
 Dr. Pattipaka Mohan, AE (Telugu)  
 Shri Ashwani Kumar, Assistant  
 Shri Pravin Kumar, LDC  
 Shri Ram Narayan, Peon  
 Shri Satyapal, Peon (Contractual)  
 Two daily wage peons

The participants willing to organize some programmes during WBF shall approach CE & JD and his team.

40. **Hindi Newsletter (MelaVaarta)**

Shri Pankaj Chaturvedi, AE (Hindi) : Overall-in-charge

**Support**

Shri Deepak Kumar Gupta, EA (Hindi)  
 Shri Devi Din, Production Assistant  
 Ms Savita Prasad, Jr. Steno  
 Two daily wage peons

41. **English Newsletter (Fair Talk/20WBF-News)**

Shri Binny Kurian, AE (English) : Overall-in-Charge

**Support**

Shri Deep Saikia, AE (Assamiya)  
 Ms Kanchan Wanchoo Sharma, EA (Eng)  
 Shri Devi Din, Production Assistant  
 Shri Amit Bisht, Peon (Cont)  
 One daily wager

42. **Guest Theme Pavillion**

Shri Rubin D Cruz, AE(Malayalam) Overall Liasion  
 Shri Anil Kr. Khanna, AD(Exh- I)

**Theme Pavilion**

Shri Binny Kurian, AE (Eng.) : Overall In-charge

**Support**

Shri Deep Saikia, AE(Assamiya)  
 Dr. Lalit Kishore Mandora, AE(Hindi)  
 Shri T Mathan Raj, AE(Telugu)  
 Ms. Kanchan Wanchoo Sharma, EA(English)

Ms. Usha Wadhwa, Jr Steno  
 Ms. Veena Verma, Jr. Library Assistant  
 Shri Rajeev Kumar, Supervisor (Civil)  
 Mr. Sumit, D/w

**43. Book Art Exhibition**

Shri Debu Sarkar, DD(Art)  
 Shri Kumar Vikram, Editor (Eng)

**Support**

Shri Samresh Chatterjee, Sr. Artist  
 Other Arts Cell Artists  
 Two Student volunteers from Arts College

**44. Children's Pavilion**

Shri Manas Ranjan Mahapatra, Editor (NCCL) Overall-in-charge

**Support**

Ms Mithlesh Anant, LDO  
 Shri Dwijendra Kumar, AE (Eng)  
 Ms Mukesh Kumar, Jr. Steno  
 Shri Bachi Ram, Attendant  
 Shri Rajender Dagar, Peon  
 2 Hostesses

**44. Cultural Programmes**

Ms Farida M Naik, JD (A & F) Overall-in-charge

Shri Yogesh Anand Giri, AD (Prod) Officer-in-charge

**Support**

Smt. Renu Nirmal, Prod. Asstt (Prod)

**45. Display of Flags:**

Shri Surinder Kumar Pruthi, Suptd and Shri SS Bhattacharya, Asstt shall arrange for the display of the flags of the participating countries at the Hamsdhvani Theatre for the inaugural function under supervision of AD (Exh).

**46. Book Shop at HQ NBT:**

Shri Sudarshan Lal, Bookshop Assistant  
 One daily wage peon

**47. Guiding Student Volunteers engaged from Colleges**

Ms Neera Jain, Editor (English) Overall-in-charge

Shri Mayank Surolia, AD (Est.) Officer-in-charge

**Support**

Shri Kumar Samresh, AD (Admn.)  
 Ms Sunita Narotra, Assistant  
 Ms Meena Sharma, UDC

48. **Others:****Chairman's & Director's Camp Office**

Ms. Ravinder Chadha, PS, Shri Abhinesh Kumar, LDC, Ms. Poonam, LDC.

**Director, JD (P), JD(A&F), CE&JD & Manager (S&M) will have their Peon/Attendants attached with them in their Camp Offices.**

- I. **Strict compliance to the order shall be binding for each officer/staff of NBT whether contractual or regular.**
- II. **No representations on any ground shall be entertained henceforth.**
- III. **Any deviation will be viewed seriously. In case some work/duty/responsibility does not figure in the office order, the same should be brought to the notice of either of the Joint Directors.**
- IV. **On 2 & 3 February, 2013 (Saturday and Sunday respectively), all officers and staff members should attend office if so required, to ensure that the work does not suffer.**

**(M A Sikandar)  
 DIRECTOR**

**Distribution:**

1. To all concerned
2. To all concerned Sectional Heads
3. Chairman's Office/Sr.PA to Director/PA to JD (A&F)
4. Guard File
5. Accounts Section
6. Regional Offices (ERO/WRO/SRO)
7. Notice Boards