



राष्ट्रीय पुस्तक न्यास, भारत

मानव संसाधन विकास मंत्रालय, भारत सरकार

NATIONAL BOOK TRUST, INDIA

Ministry of Human Resource Development, Govt. of India

F.No.2-10/NDWBF 2014/Exh./

1 February 2014

OFFICE ORDER NO. 2313 /2014

With a view to ensure efficient and systematic execution of different activities pertaining to the organization of New Delhi World Book from 15 to 23 February 2014 by NBT, India at Pragati Maidan, following are the allocation of some of the specific responsibilities to various officers/officials of the Trust :-

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 Rajeev Chaudhry

AD(Exh.)

Shri SK Arya, Asstt, Shri Chandi Prasad, Asstt, Ms. Meena Nagpal, Sr. Steno., Ms. Sunita Dhawan, Librarian, Shri Sunil Kumar, Jr. Steno, Shri Rajesh Kumar, Jr Steno, Shri Deepak Gothwal, LDC, Shri Rajkumar, Peon, Shri Vikash Bisht, DEO (Contractual), Shri Lalit Kumar, Programme Officer (Contractual), Shri Surender, Peon (Contractual), Shri Neeraj Kumar, Peon (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 21 February 2014 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. 7 (Children & Foreign Participants)

In-Charge : Shri Yogesh Anand Giri, AD (P)
Shri Devi Din, Production Assistant

Support : Shri Kuldev Singh, UDC
Shri Sunil Yadav, UDC
Shri Kishori Lal, Peon

HALL NO. 8 & 9

In-Charge : Mrs. Sunita Bajaj, Supdt.(GIA)

Support : Shri R. K. Pandey, Asstt.
Shri Dharambir Singh, UDC
Shri Ashok Kumar Yadav, LDC
Shri Raghubir Singh, Peon-cum-Messenger

HALL NO.10

In-Charge : Shri G. Rengarajan, Prod. Asstt.

Support : Shri Umesh Chand, Asstt.
Shri Jasrath Singh, UDC
Shri Sandeep Bhatia, Peon

HALL NO.11

In-Charge : Shri Surender Pruthi, AD(Prod.)

Support : Shri Devi Charan, Asstt
Shri Munish Kaura, UDC
Shri Suresh Chand Pawar, UDC

HALL NO. 12, 12A

In-Charges : Shri Amit Karki, RM(SRO)
Shri Yogesh Kumar, Accountant
Shri Yogender Pal Singh, Peon

HALL NO. 14

In-Charge : Shri Tarun Davey, AD (Prod)

Support : Shri Yashpal Singh, Asstt.
Shri Satish Kumar, Peon
Shri Kalu Das, Peon



HALL NO.18

In-Charge : Shri Anuj Kumar Bharti, AD (Prod)

Support : Shri Ravindra Kumar, Receptionist

Shri Avinash Anand, LDC

Shri Ram Narayan, Peon

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 – 14 February 2014 & Management of Information Booth**

Ms Uma Bansal, Editor (Hindi)

Overall-Charge

Shri Rakesh Kumar

Officer-in-charge

Support

Ms. Sunita Verma

Sr. Steno

Ms. Kaushalya Chhabra

Jr. Steno

Ms. Chander Prabha

Jr. Steno

Ms. Anju

UDC

Ms. Seema Dutta

UDC

Ms. Pushpa Mawar

UDC

Ms. Shashi Bala

LDC

Ms. Bhavna Lohia

LDC

Ms. Veena Verma

Jr. Lib. Asstt.

Ms. Shefali Alhuwalia

DEO

Ms. Binita Rawat

LDC

Ms. Anju Rani

LDC

Ms. Priyanka Khurana

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. Uma Bansal, Editor (Hindi) and Shri Rakesh Kumar, Deputy Director (Estt.), who shall ensure that each information booth has at least one Trust's official apart from the student volunteers.

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

All Hall In-Charges of their respective Halls



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

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

Support

Hall No. 7 (Children & Foreign)

: Shri Yogesh Anand Giri, AD (Prod.)

Hall Nos.8 & 9

: Mrs. Sunita Bajaj, Supdt.(GIA)

Hall No. 10

: Shri G. Rengarajan, Prod. Asstt.

Hall No. 11

: Shri Surender Pruthi, AD(Prod.)

Hall No. 12 & 12A

: Shri Amit Karki, RM(SRO)

Hall No.14

: Shri Tarun Davey, AD(Prod.)

Hall No.18

: Shri Anuj Bharti, AD(Prod.)

8. **Taking possession of all halls, services from ITPO on 12 February 2014 at 10 a.m. and handing over of halls/services to ITPO on 24 February 2014 by 10 a.m.**

Hall No.7

Shri Yogesh Anand Giri, AD(Prod.)

Hall Nos.8, 9, 10 & 11

Shri Shri G. Rengarajan, Prod. Asstt.

Hall Nos.12 & 12A

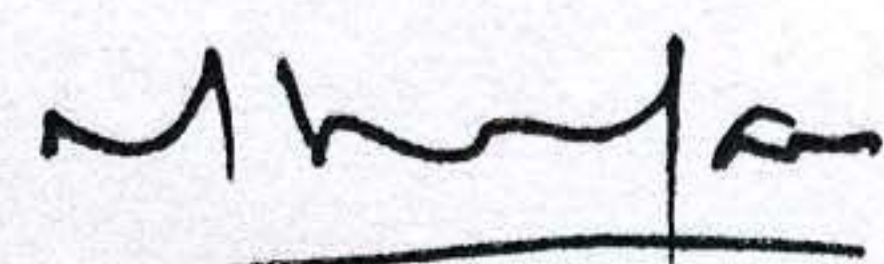
Shri Amit Karki, RM(SRO)

Hall No.14

Shri Tarun Davey, AD(Prod.)

Hall No.18

Shri Anuj Bharti, AD(Prod.)



9. Taking possession of sites of publicity boards, poles, cubes, fascia from ITPO on 12 February 2014 at 10 a.m. and handing over to ITPO on 24 February 2014 by 10 a.m.

Shri Surender Pruthi, AD(Prod.) : Officer-Incharge

Support

Shri Samaresh Chatterjee, Sr Artist
Shri Narender Tyagi, Artist (Contractual)
Assisted by one peon

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

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

Support

Shri Narender Kumar, Prod. Asstt
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.)

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

Shri D. Sarkar, DD(Art) : Overall-Incharge

Support

Shri Samaresh Chatterjee, Sr Artist
Shri Narender Tyagi, Artist (Contractual)
Ms. Savita Sarovar, Artist (Contractual)
One contractual peon

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 Surinder Pruthi, AD (Prod.) : Overall-in-Charge

Support

Shri Chandi Prasad, Asstt.
Shri Rajesh, Steno.
Shri Sunil Yadav, UDC
Shri Amit Saxena, Programme Officer
One contractual peon

Shri Surinder Pruthi
1/2/2014

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 Exh.) : 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**

AD(Admn.) : Overall Incharge

Supporting Staff

Shri K. P. Mishra, UDC(Caretaker): Incharge
 Shri Tara Chand, Peon

During the period from 14 – 24 February 2014, 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. Uma Bansal, Editor(Hindi) : Overall-in-charge

Shri Rakesh Kumar, DD(Estt.) : Officer-in-charge

- (a) **Interviewing the hostesses in the NBT Office at Vasant Kunj, New Delhi**

Ms. Madhu Gupta, DD(C&F) and Shri Dinesh Sharma, AD (Admn.)

- (b) **Briefing to the Hostesses on 2/3.2.2014**

Ms Uma Bansal, Editor (Hindi), Shri Rakesh Kumar, DD(Estt.) assisted by Ms. Deepa Sharma, Asstt. and Ms. Meena Sharma, UDC

Handwritten signature
 1/2/2014

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

Ms. Uma Bansal, Editor (Hindi)
Shri Rakesh Kumar, DD(Estt.)

Overall-in-Charge
Officer-in-Charge

Support

Ms. Deepa Sharma, Asstt.
Ms Meena Sharma, UDC

18. **Protocol**

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

Support

Ms. Usha Nair, RM(WRO)
Shri Pawan Dubey, Prod. Asstt.
Shri Sandeep Kumar, Prod. Asstt.
Ms. Lily Puri, UDC
Ms. Basanti Bisht, UDC
Ms. Kanti Bisht, Sr. Steno.
Shri Jitender Chaudhary, LDC
One contractual peon

19. **Management of Traveller Buses**

Shri Dinesh Sharma, AD(Admn.) : Overall in-charge

Support

Shri Dev Raj Kumar, Assistant
Shri Rampaul, LDC
Shri Praveen Kumar, LDC
Shri Ombir, Peon

20. **Catering**

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

Support

Shri Ashish Chaudhury, Accountant
Shri Raj Kumar, UDC
Shri Sunil Kumar Yadav, UDC
Shri Rohit Kumar, Peon
Shri Ashish Gaur, DEO(Contractual)
Shri Trivender Singh Rawat, Peon (Contractual)
One Daily wager

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.**

Catering team has to ensure to provide drinking water to the staff members deputed in Halls, Author Corners as well as Auditorium.

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-2014.

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

Shri Shyam Lal Kori, AO (C&P)

Officer-in-Charge

Support

Shri Sudhir Kumar, Accountant

Shri Jagdish Rajput, Cashier

Shi Devi Dayal, Peon-cum-Messenger

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

22. **Drawing and Disbursing**

Ms Farida M Naik, JD (A&F)

: Overall-in-Charge

Ms. Madhu Gupta, DD(C&F)

Support

Shri Shyam Lal Kori, AO (C&P)

Shri Sudhir Kumar, Accountant

Ms. Vibha Malik, Assistant

Shri Satish Kumar, UDC

Shri Santosh Kumar, Jr Stenographer

Shri Jagdish Rajput, Cashier

Shri Mohan, LDC

One contractual peon

23. **Stores (Admn) at Pragati Maidan**

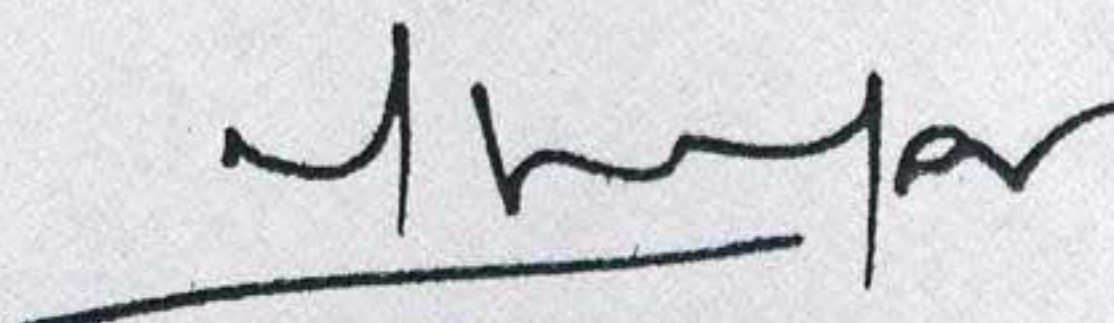
Shri Dinesh Sharma, AD(Admn.)

: Overall-in-Charge

Support

Shri Rajkumar, UDC

Shri Lallan Mahto, Packer


1/2/2014

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 Dinesh Sharma, AD(Admn.). 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) Mrs. Uma Bansal, Editor (Hindi)
- (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 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 Dinesh Sharma, AD(admn.), 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. Deepa Sharma, Asstt. and Ms. Meena Sharma, UDC on the recommendation of Editor (Ms. Neera Jain).

AD(Admn.) shall also be responsible for installation and operationalization of the telephone line. Computer Cell shall be responsible for its distribution/extension for NBT during the Book Fair.

24. Media Centre

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

Shri Kumar Samresh, AD (I&P) : Officer-In-Charge

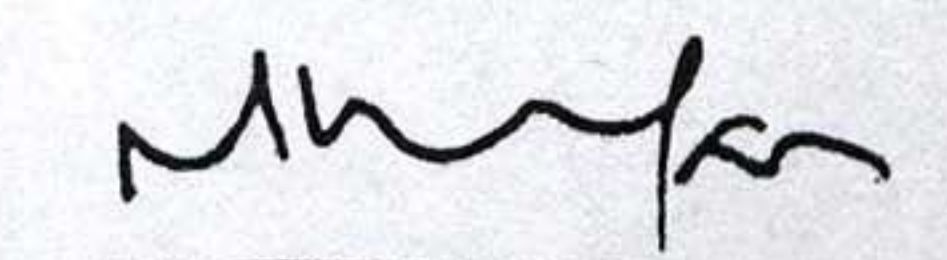
Support

Ms. Surekha Sachdeva (Editorial Assistant)

Ms. Pooja Rawat, LDC

Shri Devesh Charan, Consultant (I&P)

Ms. Sahakar Salim, Prog. Officer (Contractual)


11/21/2014

Media Cell (Hindi)

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

Support

Shri Subhash Chandra, Sr. Steno

Media Cell (English)

Shri Dabesh Charan, Consultant (I&P) : Translator (English)
Ms. Alpana Bhasin : Translator (Hindi)

Support

Shri S.S. Bhattacharya, Asstt.
Shri Rajkumar, contractual Peon

Ms Uma Bansal, Editor (Hindi) shall prepare press releases, material for 'Today's Engagements', etc. in Hindi; Shri Dabesh Charan, Consultant (I&P) will prepare such material in English; Shri SS Bhattacharya, Asstt, Ms. Ekta, UDC, Ms. Pooja Rawat, LDC, Shri B.K. Meena, Peon and Shri Rajkumar, Peon (contractual) will distribute press material to the media persons by personal visits, whenever necessary, or through fax.

Shri Dabesh Charan, Consultant (I&P) 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.

25. **Computer/EDP Cell**

Shri Priyank Mitra, Computer Programmer and his team comprising of Shri Rajan, DEO, Shri Arvind, (Engg. Contractual), Shri Manish, (Engg. Contractual), Shri Raman, (Engg. Contractual), 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, and Wi-Fi connectivity in foreign pavilion, Plasma Screen, Server, and all items related to computer. There will be a briefing of the media every evening by the Director. Computer, printer and internet at stalls of NBT and other places wherever required during the fair, shall be provided by the Computer Cell.

26. **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 Deepak Gothwal, LDC
 Shri Vikash Bisht, DEO(Contractual)
 Shri Amit Saxena, Programme Officer
 Shri Rajkumar, Peon
 Shri Surinder Kumar, Peon (Contractual)
 Shri Neeraj Kumar, Peon (Contractual)

27. **Distribution of Furniture**

Shri Vir Chand, UDC and Shri Sita Ram Meena, Peon will look after the work for distribution of furniture to various Pavilions and Halls.

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

Shri Rajeev Chaudhry, AD(Exh.) : Overall in-charge

Support

Shri Rahul Koshambi, AE (Marathi)
 Shri R.K. Pathak, AO(Budget)
 Shri Sudhir Kumar, Accountant
 Shri S.K. Arya, Asstt.

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

Shri Narendra Kumar, Prod Asstt

30. **Despatch Management**

Following staff shall remain in the NBT HQs and will liaise with DD(Exh)/AD(Exh.) and DD(Estt.) for any dispatch related NDWBF 2014 and other:

Shri Gokul Chand, LDC
 Shri Bhagwan Mahavir, Packer
 Shri Vijay Kumar, Packer
 Shri Anoop Singh, Peon
 Shri,Pravin, Peon (Cont)
 Shri Sonu Sharma, DEO (Cont)

31. **Preparation of the backdrop**

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

Shri Binny Kurian, AE (Eng) : Officer-in-charge

Support

All staff members of Art Cell

32. **Coordination of the inaugural function, including arrangements at the Dais**

JD (Prod.) & JD(A&F) : Overall- in-charge

Support

Shri Debu Sarkar, DD (Art)
Shri Rakesh Kumar, DD(Estt.)
Dr. Lalit Kishore Mandora, AE (Hindi)
Shri Dinesh Sharma, AD (Admn)
Shri Kumar Samresh, AD(I&P)
Dr. Deepankar Gupta, AD(Sales Exh.)
Shri Sunil Khokhar, Supdt. (Sales Exh.)

33. **Management of transportation and accommodation for overseas participants for Delegates of Cultural Exchange Programme/ Regional & State Language Associations**

Shri Dinesh Sharma, AD(Admn.) : Overall-in-charge

Shri Devraj, Asstt.
Shri K.P. Mishra, UDC
Shri Sanjay, Peon

34. **Preparation of Fair Directory**


Fair Directory (English)

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

Ms. Usha Wadhwa, Steno.
Shri Hemant Kumar, Daily Waged Peon

Support

Shri Devi Din, Production Assistant
Shri G. Rengarajan, Production Assistant
Shri Deepak Gothwal, LDC


1/2/2014

35. **Coordination Committee for WBF Programmes**

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

Support

Dr. Lalit Kishore Mandora, AE(Hindi)
 Shri Bratin Dey, AE (Bangla)
 Dr. Pramod Sar, AE (Oriya)
 Dr. Patipaka Mohan, AE (Telugu)
 Shri Ashwani Kumar, Assistant
 Shri Gaurav Kumar, Prod. Asstt. (Contractual)
 Shri Satyapal, Peon (Contractual)
 Two daily wage peons

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

36. **Hindi Newsletter (Mela Vaarta)**

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

Support

Shri Deepak Kumar Gupta, EA (Hindi)
 Shri Neel Kamal, Steno.
 Two contractual peons

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

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

Support

Ms Kanchan Wanchoo Sharma, EA (Eng)
 Shri Amit Bisht, Peon (Cont)
 One daily wager

Mhyan
 1/2/2014

38. **Theme Pavilion**

Shri Manas Ranjan Mahapatra, Editor (NCCL)

Overall In-charge
(Events)Shri Rubin D'Cruz, AE(Mal.) and
Shri Deep Saikia, AE(Asamiya)Overall In-charge
(Theme Display &
Presentation)**Support**

Shri T. Mathanraj, AE(Tamil)
 Shri Anuj Bharti, AD(Prod.)
 Ms Mithlesh Anant, LDO
 Shri Dwijendra Kumar, AE (Eng)
 Ms. Usha Wadhwa, Jr Steno
 Ms Mukesh Kumar, Jr Steno
 Ms. Veena Gandhi (Library Asstt.)
 Shri Shatrughan Rai, Packer
 Shri Rajender Dagar, Peon
 Shri Rajendra Kumar, Gestetner Operator
 Shri Deepak – Peon (Daily Wager)
 2 Hostesses
 On more daily wage peon

39. **Show Daily / Rights Table**

Shri Binny Kurian, AE(English)
 Ms. Kanchan Wanchoo, EA(English)
 Ms. Kanti Bisht, Sr. Steno.
 Ms. Babita Biswas, Jr. Artist
 Shri Amit, Peon (Contractual)

Officer-In-Charge

40. **Social Media**

Shri Lalit Kumar, Programme Officer

41. **Kidz Bubble Pavilion**

Dr. Deepankar Gupta, AD(Sales Exh.) Officer-In-Charge

Support

Shri Sunil Khokkar, Supdt.(Sales Exh.)
 Ms. Sunita Narotra, Assistant
 Shri Kuldev Singh, UDC
 Shri Ombir, LDC
 Shri Satpal Singh, LDC
 Ms. Poonam, LDC
 Ms. Shashi Bala, LDC
 Shri Upender, Peon (Contractual)
 One more peon on contractual

Mh...
 1/2/2014

42. **Book Fair Live Radio**
Shri Kumar Samresh, AD(PR)

Support

One Volunteer

43. **Author's Corner (Hall Nos.11 & 12)**

Shri Sumit Bhattacharjee, RM(ERO)

Overall In-Charge

Shri Amit Saxena, Prog. Officer (Contractual) Co-ordinator
Two Volunteers

44. **Author's Corner (Hall No8) (Sahitya Akademi)**

Shri Sumit Bhattacharjee, RM(ERO)

Overall In-Charge

Shri B.B. Patel, AE(Gujarati)

Co-ordinator for Sahitya
Akademi programme & others
Author's Programme

45. **Author's Corner (Hall No.18)**

Dr. Lalit Kishore Mandora, AE(Hindi)

Overall Incharge/Co-ordinator

Ms. Alpna Bhasin, Hindi Translator

Two Volunteers

46. **Cultural Programmes**

Ms Farida M Naik, JD (A&F)

Overall-in-charge

Shri Dwijender Kumar, AE(English)

Incharge

Support

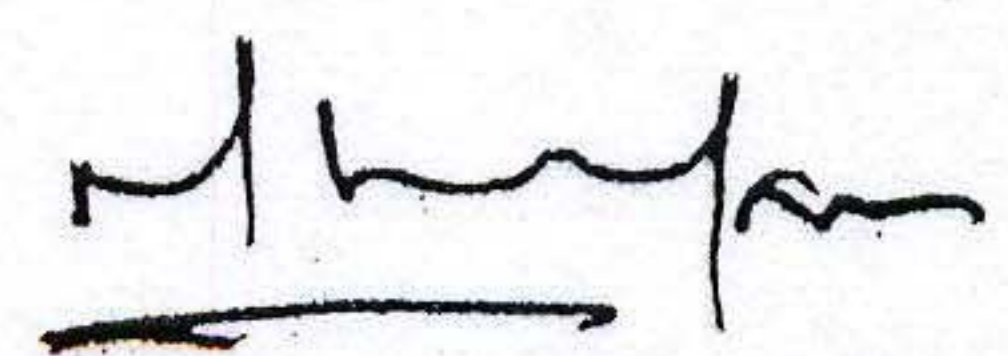
Smt. Renu Nirmal, Prod. Asstt (Prod)

47. **Display of Flags:**

Shri Surinder Kumar Pruthi, Assistant Director (Prod.) shall arrange for the display of the flags of the participating countries at the Hamsdhwani Theatre for the inaugural function on 15th February, 2014.

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

Shri Sudarshan Lal, Bookshop Assistant
One daily wage peon


1/2/2014

49. Guiding Student Volunteers engaged from Colleges

Ms Uma Bansal, Editor (Hindi)

In-charge

Shri Rakesh Kumar, DD(Estt.)

Support

Shri Dinesh Sharma, AD (Admn.)

Ms. Deepa Sharma, Asstt.

Ms. Meena Sharma, UDC

50. Others:

Chairman's & Director's Camp Office

Ms. Ravinder Chadha, PS, Shri Ramender Mehra, PA, Smt. Anita Kalra, UDC and Shri Abhinesh Kumar, LDC.

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

51. Shri Rakesh Kumar, DD(Estt.)

Staff Grievance Officer

Normal working hours during the fair would be from 10:00 a.m. to 8:30 p.m. (w.e.f. 16th to 23rd February 2014). The reporting time for duty on 15 February 2014 would be 8:30 a.m. In case of any emergency, the officials should seek permission of Director or JD(A&F) through Hall In-Charges to leave early.

Strict compliance to the order shall be binding for each officer/staff of NBT whether contractual or regular. No representations on any ground shall be entertained henceforth. 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.


11/2/2014
(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. RMs (ERO/WRO/SRO)
7. Notice Boards