OFFICE ORDER NO. 63/2019

In partial modification and addition to the Office Order of even number dated 25 November 2019, the specific responsibilities/assignments to various officers and staff members of the Trust are allocated/re-allocated as under:

1. **Pustak Sanskriti at (NBT Stall in Hall 7 FGH)**
   Shri Praveen Kumar, UDC
   Shri Arvind Nagar, LDC(TPA)

2. **Catering Team**
   The following staff is added to the existing team:
   Shri Yogender Pal, Peon
   Shri Rajesh, Waterman (TPA)

3. Shri B.K. Meena, Peon (Sales Store at NBT HQs, Vasant Kunj)

4. In addition to her duties at Seminar Hall (Hall 8), Smt. Kamlesh Kumari, Editorial Assistant(Hindi) will also supervise Braille books stall at Hall 7 (Foyer A)

5. **Seminar Hall (Auditorium Hall 8, 1st Floor)**
   Shri Pramod, DEO
   Shri Titu, Peon

6. **S.No. 41 - Lekhak Manch**
   Shri Narendra Singh, Cleaner will replace with Rinki Devi at Lekhak Manch.

7. **Theme Pavilion**
8. **Security**

Shri Rakesh Kumar, DD(Store) will be Overall In-charge of Monitoring of Security Personnel, Fire Fighting Equipment, Cranes at all entrances of ITPO, Ambulance and Medical Services in and outside of each and every hall.

**Support:**

Shri Mayank Surolia, DD(E&A)

9. **S.No. 27 - NBT Stall at Hall No. 8-11 (English/Hindi/Language Section)**

The names of the following Labour on contractual is added for NRO Sales Counter Team:

- Sh. Munna Kumar Yadav, Labour
- Sh. Raj Kumar, Labour
- Shri Ram Kashyap, Labour
- Shri Shivrav Singh, Labour
- Shri Suresh, Labour
- Shri Aslam, Labour
- Shri Bajrang Prasad

10. **NBT Stall at Hall 7 FGH (Children's Section)**

The following names are added:-

- Shri Ram Dulare
- Shri Mukesh Kumar
- Shri Devender
- Shri Shawali
- Shri Manoj Kumar
- Shri Karan Kumar
- Shri Dinesh Shah

11. **English Author's Corner (Hall No., 8)**

Shri Subhash Chander, Suptd. will assist Shri Mathan Raj, Asstt.Edttor(Tamil) at the English Author's Corner. (He is relieved from his duty at NBT Stall at Hall 8-11).

12. Shri Krishna Shah, Labour is added in the English Author's Corner (Hall 8).

13. **The name of the following is added in the Team of Media Cell reporting to AD(PR):**

- Shri R.K. Singh, Hindi Adhikari
- Shri Ganga Ram, Labour
- Shri Golu Kumar, Labour

14. The name of Shri Trilok Singh Rawat, Consultant and Shri Arvind, Civil Engg(TPA) is added for the E-Books Counter at NBT stall in Hall 8-11.
33. With reference to Office Order No.915/2020 dated 25 November 2019:

(a) Point 7 (on page 3) to be read as:

Taking possession of all halls, services from ITPO on 31 December 2019 at 10.00 a.m. and handing over of halls/services to ITPO at 9.00 a.m. on 13 January 2020.

(b) Point 8 (on page 3) to be read as:

Taking possession of sites of publicity boards, poles, cubes, fascia, etc. from ITPO on 31 December 2019 at 10.00 a.m. and handing over to ITPO at 9.00 a.m. on 13 January 2020.

(c) Point 33 (on page 10) for PVR of Hall 7 to be read as:

Hall No.7ABCD,FGH, Foyer A & B, International Events Corner, Camp Office, NBT Stalls in Hall 7

Shri Subhasis Dutta, AD(Exh) 
Shri Sudhir Kushwaha, Accountant
Shri Ravindra Kumar, Assistant
Shri Mukesh Kumar, Steno
Shri Deepak Gothwal, LDC

34. The name of Shri Balbir, MTS is added for a Pustak Parikarma through Mobile Exhibition Van deputed inside Pragati Maidan, NDWBF-2020.

Distribution:

1. To all concerned
2. To all Sectional Heads
3. Chairman's Office/Sr.PA to Director
4. Guard File
5. Accounts Section
6. RMs (ERO/WRO/SRO)
7. BPCs
8. Notice Boards

(Neera Jain) Director
15. Shri Dinesh Sharma, Consultant (Finance) is added in the team of Accounts Section

16. Shri Vinod Kumar Phogat, Telephone Operator replaces Shri Pawan Dubey, Production Assistant in Hall No. 7(D,F,G & H) Children's Publishers. Now Shri Pawan Dubey will perform duty with protocol team at Gate No. 1

17. Shri Om Prakash, MTS is added for duty in the Mother Dairy Booth Information Counter.

18. Shri Sant Raj, MTS is added for duty in the Gate No. 1 Information Counter.

19. Shri Mayank Mathur, Executive Assistant is added for duty at Information Counter.

20. Shri Rajesh, Electrician is added for duty at Information Counter Hall No. 8-11 (2nd)

21. Shri Pramod, Electrician is added for duty at Information Counter Hall No. 8-11 (1st)

22. Shri Raj Kumar, Mali is added for duty at Information Counter-Camp Office

23. Shri Shiv Kumar, Generator Operator is added in the team of Cultural Programme

24. Shri Pradeep, Helper is added for the duty in the Computer Cell

25. Shri Sachin Saha, Labour is added in the New Delhi Rights Table Team

26. Shri Arvind, Labour is added in the Fair Daily (English Newsletter)

27. Shri Manish, Labour is added in the Mela Varta (Hindi Newsletter) team

28. Shri Surinder Kumar, Lift Operator, Shri Harish Bisht and Shri Mahaveer Driver are added in the Management of Traveller Buses

29. Shri Ashwani Ranga, Driver and Shri Jitender Chowdhury, LDC are added in the Security Team

30. Shri Deepender Kumar and Shri Srinivas Chaube will remain at the NBT Hqtrs. gate to note the reading of the Taxi’s during the NDWBF-2020.

31. Shri Ashish Kumar Sinha, Supdt (Sales Co-ord.) is added in the team for duty at NBT Stall Hall No 8-11.

32. Shri Ramesh, Safai Karamchari, is added in the duty for Safai Karamchari team.