

F.No.13-12/2022-23/GA  
National Institute of Educational Planning and Administration  
(Deemed to be University u/s 3 of the UGC Act, 1956)  
17-B, Sri Aurobindo Marg, New Delhi-110016

February 22, 2023

OFFICE ORDER 462 /2022-23/GA

**Subject: Appointing Nodal Officer for air ticket booking on Institute account for official purpose.**

The competent authority is pleased to appoint Shri Satish Kumar, Assistant (General Administration) as the Nodal Officer for air ticket bookings and all facilitation for official visit of Institute faculty and staff and other personnel coming to NIEPA on official visit.

The following responsibilities to be compiled with:

1. Booking of all official air tickets through Govt. approved Agencies viz., Balmer & Lawarie/ IRCTC /Ashok Travels, as applicable.
2. Obtaining the client code to process booking as approved through such Agencies.
3. Payment of Air tickets, reconciliation of account summary and
4. Maintaining of reconciled records, sanctions etc.

This is issued with the approval of the Competent Authority.

To,

Shri. Satish Kumar  
Assistant, General Administration  
NIEPA, New Delhi

  
(Chan der Prakash)  
Section Officer (General Administration)

Copy to:-

1. Sr. PS to Vice Chancellor - for information of V.C
2. PA to Registrar - for information to Registrar
3. All Faculty /Staff Members through email.
4. Finance Officer
5. Administrative Officer (I/c)
6. (I/c) Training cell
- ✓ 7. System Analyst – to upload on NIEPA website – 'Staff Corner'