



National Institute of Educational Planning and Administration
(Deemed to be University)
17-B, Sri Aurobindo Marg, New Delhi - 110016

F. No. 13-5/2010-Pers. (Misc.) (PT)
Date: December 30, 2022

Office Order

Subject: Proposal for inter-sectional transfer of the officials at NIEPA - Phase I – reg.

It has been observed by the Competent Authority that a few employees are working in Sections/Units for a longer period. The officials/employees must be given exposure to various kinds of jobs so that they become experts in all types of work and can look after each other's job as and when required. Some of them will improve the functioning, if posted to a suitable section.

In order to streamline the work of Personnel Section & Recruitment Cell and Training Cell in terms of their services, following employees are transferred with immediate effect as mentioned below.

Sl. No.	Name of the employee and designation	Name of the Section/Unit currently posted	Name of the Section/Unit transfer is proposed
1.	Mrs. Sonam Anand Sagar, Assistant	Personnel Administration	Training Cell and Student Cell
2.	Mrs. Suchitra Prajapati, Assistant	Accounts Section	Personnel Administration Establishment – Group B&C, recruitment, other service matters and medical facilities/ health cards, RTI (ACPIO) related duties, etc.

They will be Sectional Incharge, being senior most in the above sections/units. It is directed to the concerned official to prepare the list of files/items at the time of handing over/taking over/transfer of full records/incomplete work/pendency handing over for smooth functioning of the section, etc.

It is expected that handing over and taking over, proper transfer of records will happen by the afternoon of 06.01.2023.

This issues with the approval of the Competent Authority.


(Dr. D. S. Thakur)
Administrative Officer (I/c)

To

Mrs. Sonam Anand Sagar, Assistant Incharge (Personnel Administration)

Mrs. Suchitra Prajapati, Assistant, Accounts Section

Copy to:

1. Sr. PS to the Hon'ble Vice Chancellor for information
2. PA to the Registrar
3. All In-charges – Sections/Units
4. Finance Officer
5. Internal Audit
6. Office order file
7. Systems Analyst – with the request to upload the Office Order on NIEPA Website