

No. F. 17-43/82-83/Pers.

National Institute of Educational Planning and Administration

(Deemed to be University u/s 3 of UGC Act, 1956)

17-B, Sri Aurobindo Marg, New Delhi-110016

November 22, 2022

OFFICE ORDER NO. 313 /2022-23/NIEPA

Shri Sunil Kumar, Assistant is hereby entrusted to look after the work and take the charge of Academic Administration Section with immediate effect, until further orders, in addition to his own duties.

He will take-over the charge from Shri Pravesh Prakash Saxena, Stenographer Grade-I who was looking after the charge of Academic Administration and is going to superannuate from the services of NIEPA w.e.f. 30.11.2022 (A/N).

This issues with the approval of the Competent Authority.


22.11.2022

(Dr. D.S. Thakur)

Administrative Officer (I/c)

To,

Shri Pravesh Prakash Saxena
Stenographer Grade-I
NIEPA, New Delhi

Shri Sunil Kumar
Assistant
NIEPA, New Delhi

CC:

1. Sr. PS to the Hon'ble Vice-Chancellor
2. PA to Registrar
3. Finance Officer
4. Shri Pravesh Prakash Saxena, Stenographer Grade-I- with the request to handover the

complete charge and all the relevant files/records, etc. to Shri Sunil Kumar, Assistant. An inventory may also be prepared, duly signed by both the officers and be placed before the Registrar by 28th November, 2022 for further action. A list of ongoing works and pendency, etc. be also apprised to Shri Sunil Kumar for ease of functioning.

5. Systems Analyst-with the request to upload the Office Order in the Institute's website
6. Personal File of the concerned officials
7. Master File
8. Office Order File