

**National Institute of Educational Planning & Administration**  
**17-B, Sri Aurobindo Marg, New Delhi - 110016**

F.No. NIEPA/ADMIN/030/CIRCULARS/2023-24

Date : 22.09.2023

Office Order No. 253 /2023-NIEPA

1. This is to inform that the Personnel Administration Section and the Academic Administration Section are merged into one section namely **ESTABLISHMENT SECTION**. The section shall be headed by the incumbent In-charge, Mr. Bharat Bhushan Jain.
2. The Establishment Section shall operate from Room No. 10.
3. The General Administration Section shall operate from Room No. 09 and the computers, printers, files, records, almirahs etc. belonging to Personnel Administration Section shall be shifted to Establishment Section. Similar arrangements/arrangement has to be done by the General Administration Section as well for shifting to Room NO. 10.
4. The Driver sitting place beside the store room is shifted to Hostel lobby area.
5. The above arrangements shall be effective from Monday i.e. 25<sup>th</sup> Sept. 2023. The whole activity shall be supervised by the Administrative Officer (I/c).

This issues with approval of the Competent Authority.

  
(Nishant Sinha)  
Registrar I/c

**Copy to:-**

1. P.S. to Hon'ble Vice Chancellor - for information please.
2. P.A. to Registrar for records please.
3. Administration Officer I/c:- **For needful action as above and to ensure that no documents/files etc. are lost during the aforesaid exercise.**
4. Mr. Bharat Bhushan Jain, In-charge, Establishment Section-
5. Mr. Satish Kumar, In-charge, General Administration Section
6. Personal File of Mr. Bharat Bhushan Jain, In-charge, Establishment Section.
7. Mr. Irfan, Caretaker:- **For necessary arrangement and assisting the A.O. (I/c) for aforesaid activities.**
8. Master File