

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, August Kranti Marg, New Delhi -110016

NI/DD(Admn.)/Misc./2020-21

Dated: 10.05.2021

Office Memorandum

In continuation of Institute's O.M. of even number dated 22.04.2021, a revised duty roster of Deputy Directors and all subordinate staff including project staff for the period from 10.05.2021 to 31.05.2021 is as under :

S.No.	Duties during 10,12,17,19,21,25,28 May, 2021	Duties during 11,13,18,20,24,27,31 May, 2021
1.	Shri Balbir Rai, Deputy Director (Admn.)	Shri Chand Ram, Dy. Director (Acctts.)
2.	Smt. Hemambika Varma, Editor	Smt. Satbeer Chhabra, Assistant Director
3.	Smt. Vandana Sharma, Assistant Director	Smt. Poonam Sharma, Assistant Director
4.	Sh. H.P. Joshi, Assistant Director	Smt. Prema Pandey, Assistant Director
5.	Smt. Seema Gupta, Assistant Director	Dr. S.S. Senapati, Assistant Director
6.	Sh. A.K. Goyal, Sr. Programmer	Smt. Pranami Khanud Tamuly, RA
7.	Sh. Jayant Mahajan, AAO(P)	Smt. Abhilasha Mishra, RA
8.	Ms. Meenu Kapur, RA	Ms. Purnima Thakur, RA
9.	Ms. Mahak Sharma, RA	Smt. Rekha Gautam, RA
10.	Smt. Meenakshi Jha, RA	Sh. P.K. Dehiya, Steno Gr. I
11.	Sh. S.P. Midha, Steno Gr. I	Smt. Annu Dhingra, Steno Gr. I
12.	Smt. Nirmala Devi Rana, Steno Gr. I	Smt. Hema Sharma, Steno Gr. I
13.	Smt. Suman Katoch, Steno Gr. I	Smt. Rashmi Bhayana, Steno Gr. I
14.	Sh. Gopal Dutt, Assistant	Sh. H.S. Aswal, Assistant
15.	Smt. Amita Sethi, Assistant	Sh. P.S. Bhandari, Assistant
16.	Sh. Surender Singh, Assistant	Sh. Jagmohan Singh Bisht, Assistant
17.	Sh. H.S. Adhikari, Assistant	Sh. Balram Prasad, Junior Hindi Translator
18.	Smt. Darshan, Assistant Librarian	Sh. Hansraj, Assistant Librarian
19.	Sh. Dinesh Kumar, Assistant Accountant	Smt. Anju Jaiswal, Computer Operator
20.	Smt. Sandeepa, Computer Operator	Smt. Rakhee, UDC
21.	Smt. Shashi Prabha Bhutani, UDC	Sh. Rakesh Kumar Malhotra, UDC
22.	Smt. Manju Chandna, Steno Gr. II	Smt. Sathi Devi V.S., Steno Gr. II
23.	Smt. Gurbinder Rani, Steno Gr. II	Smt. Jyoti Swaroop, Steno Gr. II
24.	Smt. Anita Malhotra, Steno Gr. II	Smt. Manisha, Steno Gr. II
25.	Sh. Aditya Naithani, Steno Gr. II	Sh. Shyam, IFM
26.	Sh. Ashok Kumar Dhawan, Photographer	Sh. Sakel Dev Pandit, Dispatch Rider
27.	Sh. PAwan Kumar, DEO	Sh. Bhoj Dutt, LDC
28.	Smt. Poonam Bajaj, LDC	Smt. Rita Kumari, LDC
29.	Smt. Sonia Makhijani, LDC	Ms. Priyanka, LDC
30.	Smt. Ekta, LDC	Ms. Beena Kumari, LDC
31.	Sh. Ashok Kumar Mahawar, LDC	Sh. Rajesh Kumar, Plumber
32.	Sh. K.K. Srivastava, Audio Visual Technician	Sh. Dwarka Prasad, Staff Car Driver
33.	Sh. Nand Lal, Staff Car Driver	Sh. Yogesh Kumar, Staff Car Driver
34.	Sh. Mahavir Singh, MTS	Sh. J.B. Singh, MTS
35.	Sh. Jai Bhagwan, MTS	Sh. Ganesh Mehto, MTS
36.	Sh. Jagdish Prasad, MTS	Sh. Narhai Behera, MTS
37.	Sh. Bassappa Biradar, MTS	Sh. Ganga Prasad, MTS
38.	Sh. Murari Lal, MTS	Sh. Kailash Chand, MTS
39.	Sh. Vijay Kumar, MTS	Mr. Maan Singh Mehra, MTS
40.	Ms. Anubha Jain, Project Associate	Ms. Aparajita Gaur, Project Assistant
41.	Ms. Paulomi Ray, Project Assistant	Ms. Harpreet Kaur Arora, Project Assistant
42.	Ms. Ritu Rani Bhankur, Project Assistant	Ms. Vibha Chandel, Project Assistant
43.	Ms. Pragya Anand, Project Assistant	Ms. Arvika Bhakri, Project Assistant

(Signature)

44.	Mr. Rishab, Accounts Clerk	Ms. Monika, Accounts Clerk
45.	Ms. Hema Bisht, DEO	Mohd. Khaliq Husain, Maintenance Assistant
46.	Mr. Vijay Kumar, DEO	Mr. Pankaj Nayan, DEO
47.	Mr. Nipul Lohia, DEO	Mr. Nikhil Kanojia, DEO
48.	Mr. Manjeet Singh, DEO	Ms. Pavleen Kaur, DEO
49.	Ms. Rajeshwari, DEO	Mr. Ravi Piwal, DEO
50.	Mr. Pawan Kumar Mahawar, DEO	Ms. Shruti Sharma, DEO
51.	Ms. Divya Bisht, DEO	Ms. Jyoti, DEO
52.	Mr. Ram Kishan Meena, Handyman	Ms. Suman Meena, DEO
53.	Ms. Geeta, DEO	

2. All officers of the level of Joint Director and above are to be attend office on regular basis.
3. This issues with the approval of the Competent Authority.



(Balbir Rai)

Deputy Director (Admn.)

All Concerned

Copy to:

1. PS to Director
2. PA to Additional Director
3. All Joint Directors
4. Deputy Director (Admn.)/ (Acctts.)
5. Senior Programmer – with request to upload the above duty chart of staff on the website of the Institute.
6. Office Order file