

**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: 31.05.2021

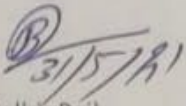
**Office Memorandum**

In continuation of Institute's O.M. of even number dated 28.05.2021, a revised duty roster of Deputy Directors and all subordinate staff including project staff for the period from 01.06.2021 to 15.06.2021 is as under :

S.No.	Duties during 1,3,7,9,11,15.06.2021	Duties during 2,4,8,10,14.06.2021
1.	Smt. Hemambika Varma, Editor	Smt. Satbeer Chhabra, Assistant Director
2.	Sh. H.P. Joshi, Assistant Director	Smt. Poonam Sharma, Assistant Director
3.	Smt. Seema Gupta, Assistant Director	Smt. Prema Pandey, Assistant Director
4.	Sh. A.K. Goyal, Sr. Programmer	Dr. S.S. Senapati, Assistant Director
5.	Sh. Jayant Mahajan, AAO(P)	Smt. Pranami Khanud Tamuly, RA
6.	Ms. Meenu Kapur, RA	Smt. Abhilasha Mishra, RA
7.	Ms. Mahak Sharma, RA	Smt. Rekha Gautam, RA
8.	Smt. Meenakshi Jha, RA	Smt. Annu Dhingra, Steno Gr. I
9.	Sh. S.P. Midha, Steno Gr. I	Smt. Hema Sharma, Steno Gr. I
10.	Smt. Nirmala Devi Rana, Steno Gr. I	Smt. Rashmi Bhayana, Steno Gr. I
11.	Smt. Suman Katoch, Steno Gr. I	Sh. Jagmohan Singh Bisht, Assistant
12.	Sh. Gopal Dutt, Assistant	Sh. Balram Prasad, Junior Hindi Translator
13.	Smt. Amita Sethi, Assistant	Sh. Hansraj, Assistant Librarian
14.	Sh. Surender Singh, Assistant	Smt. Anju Jaiswal, Computer Operator
15.	Sh. H.S. Adhikari, Assistant	Smt. Rakhee, UDC
16.	Smt. Darshan, Assistant Librarian	Sh. Rakesh Kumar Malhotra, UDC
17.	Smt. Sandeepa, Computer Operator	Smt. Sathi Devi V.S., Steno Gr. II
18.	Smt. Shashi Prabha Bhutani, UDC	Smt. Jyoti Swaroop, Steno Gr. II
19.	Smt. Manju Chandna, Steno Gr. II	Smt. Manisha, Steno Gr. II
20.	Smt. Gurvinder Rani, Steno Gr. II	Sh. Shyam, IFM
21.	Smt. Anita Malhotra, Steno Gr. II	Sh. Sakel Dev Pandit, Dispatch Rider
22.	Sh. Aditya Naithani, Steno Gr. II	Sh. Bhoj Dutt, LDC
23.	Sh. Ashok Kumar Dhawan, Photographer	Smt. Rita Kumari, LDC
24.	Sh. Pawan Kumar, DEO	Ms. Priyanka, LDC
25.	Smt. Poonam Bajaj, LDC	Ms. Beena Kumari, LDC
26.	Smt. Sonia Makhijani, LDC	Sh. Dwarka Prasad, Staff Car Driver
27.	Smt. Ekta, LDC	Sh. J.B. Singh, MTS
28.	Sh. K.K. Srivastava, Audio Visual Technician	Sh. Ganesh Mehto, MTS
29.	Sh. Nand Lal, Staff Car Driver	Sh. Ganga Prasad, MTS
30.	Sh. Mahavir Singh, MTS	Ms. Aparajita Gaur, Project Assistant
31.	Sh. Jagdish Prasad, MTS	Ms. Harpreet Kaur Arora, Project Assistant
32.	Sh. Murari Lal, MTS	Ms. Vibha Chandel, Project Assistant
33.	Ms. Anubha Jain, Project Associate	Ms. Arvika Bhakri, Project Assistant
34.	Ms. Paulomi Ray, Project Assistant	Ms. Monika, Accounts Clerk
35.	Ms. Ritu Rani Bhankur, Project Assistant	Mohd. Khaliq Husain, Maintenance Assistant
36.	Ms. Pragya Anand, Project Assistant	Mr. Pankaj Nayan, DEO
37.	Mr. Rishab, Accounts Clerk	Mr. Nikhil Kanojia, DEO
38.	Ms. Hema Bisht, DEO	Ms. Pavleen Kaur, DEO
39.	Mr. Vijay Kumar, DEO	Mr. Ravi Piwal, DEO
40.	Mr. Nipul Lohia, DEO	Ms. Jyoti, DEO
41.	Ms. Rajeshwari, DEO	Ms. Suman Meena, DEO
42.	Mr. Pawan Kumar Mahawar, DEO	Mr. Manjeet Singh, DEO
43.	Ms. Divya Bisht, DEO	Ms. Geeta, DEO
44.	Ms. Shruti Sharma, DEO	Mr. Ram Kishan Meena, Handyman

*(Signature)*  
31/5/21

2. All officers of the level of Joint Director and above are to be attend office on regular basis.
3. All officers/employees who are residing in the NIPCCD Campus will attend office on all working days.
3. This issues with the approval of the Director.



(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.)/ (Accts.)
5. Senior Programmer – with request to upload the above duty chart of staff on the website of the Institute.
6. Office Order file