



F. No. 39/1/NCST/2020--Admn.
Government of India
National Commission of Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: ...06-01-2020...

OFFICER ORDER

Sub: Work distribution for the organizing of Conference of Chairpersons, Members and Secretaries of State Level Commission's for STs and SC/STs on 20.01.2020.

Competent Authority has decided to allot works for the Officers/Officials working in the Commission in Connection with Conference of State Level Commission for STs and Combined Commission's for SC/STs at Parliament House Annexe, New Delhi on 20.01.2020 as under: -

S. No.	Work assigned	Name & Designation of the Officers/Officials
1.	Parliament House Annexe Entry Gate at Sansad Marg, New Delhi	1. Shri Ram Janam Chaudhary, (Assistant Director) 2. Shri Manoj Kumar Shaw (Senior Translation Officer)
2.	Facilitation Centre @ Parliament House Annexe, Sandad Marg, New Delhi (Issue of Fresh Invitation Card's)	1. Shri Deepak Kumar Sharma (DEO) (To assist Guest) 2. Shri Punit (DEO) (Clock Room)
3.	Reception at Parliament House Annexe (Main Entrance Gate)	1. Dr. Lalit Latta (Director) 2. Shri K.P. Singh (Consultant) 3. Ms. Meenakshi Sharma (Assistant Director, NCST, RO, Ranchi) 4. Shri Hari Ram Meena (Sr. Investigator)
4.	Reception at Parliament House Annexe (Side Entrance Gate)	1. Shri R.S. Mishra (Sr. Investigator) 2. Shri Sudhir Atram (PA to Member) 3. Shri Ajeet Kumar (DEO)
5.	Sitting Arrangements in the Conference Hall	1. Shri R. K. Arora (Deputy Secretary) 2. Shri V. Ashok Vardhan (Assistant Director, NCST, RO, Bhubaneswar)

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		<ol style="list-style-type: none">3. Miss Deepika Khanna (Research Officer, NCST, RO, Bhopal)4. Shri Sukhdev (PA to Member)5. Shri Varun (DEO)
6.	Dias Management (Sitting, Name Plate, Flower Decoration, Tray Cloth, Bouquet, Mic & Water)	<ol style="list-style-type: none">1. Shri K. Touthang (Joint Secretary)2. Shri R. K. Dubey (Assistant Director)3. Smt. Sushma Gutam (APS to Chairperson)4. Smt. Krishna (Junior Translation Officer)5. Miss Tapasya (Anchor)6. Shri Vaseem Akram (Stenographer)7. Shri Ashok Kumar (DEO)8. Smt. Ritu (DEO)9. Shri Manoj Kumar (Attendant)10. Shri Lokesh (Attendant)
7.	Refreshment at VIP Lounge	<ol style="list-style-type: none">1. Shri S. P. Meena (Assistant Director)2. Shri Shatrughan Prasad (MTS)3. Shri Bharat Bhushan Jain (Consultant)4. Shri Bharat Singh (Consultant)
8.	Technical Room	<ol style="list-style-type: none">1. Shri Y. K. Bansal (Research Officer)2. Shri Sanjay Kumar Gupta (Sr. Software Engineer)3. Shri Himanshu Joshi (Sr. Hardware Engineer)
9.	Arrangements of Tea, Lunch and High-Tea	<ol style="list-style-type: none">1. Shri S. P. Meena (Assistant Director)2. Shri Govind Dayal (SSA)3. Shri Alok Kumar Dwivedi (Consultant)4. Shri Madan Lal Verma (Attendant)5. Shri Jitendra (MTS)6. Shri Ramesh Prasad (MTS)7. Shri Lal Bahadur Mahto (MTS)8. Shri Ramesh Prasad (MTS)
10.	Media Coordination	<ol style="list-style-type: none">1. Shri Sanjay Srivastav (Director, PIB)2. Shri P. L. Bairwa (Assistant Section Officer)

		3. Shri Shiv Kumar (Press Release)
11.	Reserve Persons	1. Miss Laxmi Kumari Meena (Stenographer) 2. Shri Nitesh Kumar Pathak (DEO) 3. Miss Aditi Sonkar (DEO) 4. Miss Deepali (DEO) 5. Miss Shalu Kalra (DEO) 6. Shri Pankaj (MTS) 7. Shri Sushil Kumar (MTS)
12.	Office Control Room	1. Smt. C. Jenny Raj (Sr. PPS) 2. Shri Ram Swaroop (Attendant) 3. Smt. Poonam (MTS) 4. Smt. Krishna (MTS) 5. Shri Krishna Majhi (MTS) 6. Shri Dinesh Kumar (MTS)



(R. K. Dubey)

Assistant Director (Admn.)

To,
All concerned Officers/Staff.

Copy to: -

1. PS to Hon'ble Chairperson, NCST, New Delhi.
2. PS/PA to Hon'ble Members (HKD), (HCV), (MCI), NCST, New Delhi.
3. Sr. PPS to Secretary, NCST, New Delhi.
4. PA to Joint Secretary, NCST, New Delhi.
5. PA to Deputy Secretary, NCST, New Delhi.
6. PA to Director, NCST, New Delhi.
7. Assistant Director (Admn.), (Coord & RU-II & Estt.), (OL & RU-I), NCST, New Delhi.
8. All Heads of Regional Offices of NCST with a direction to report is NCST headquarter on 19.01.2020 (Sunday).
9. NIC Cell, NCST, New Delhi.