



F. No. 39/2/NCST/2020--Admn. (2)
Government of India
National Commission of Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated:29...:01...2020.....

OFFICER ORDER

Sub: Work distribution for the Celebration of 16th Foundation Day of NCST at Vigyan Bhawan, Hall No. 6, Maulana Azad Road, New Delhi on 19.02.2020.

Competent Authority has decided to allot works to the Officers/Officials working in the Commission in Connection with Celebration of 16th Foundation Day of NCST at Vigyan Bhawan, Hall No. 6, Maulana Azad Road, New Delhi on 19.02.2020 as under: -

S. No.	Work assigned	Name & Designation of the Officers/Officials
1.	Entry Gate at Vigyan Bhawan, Maulaza Azad Road, New Delhi	1. Shri Ram Janam Chaudhary, Assistant Director 2. Shri Raj Kumar Badalia, PS to Joint Secretary 3. Shri Manoj Kumar Shaw, Senior Translation Officer 4. Miss Laxmi Kumari Meena, Stenographer
2.	Facilitation Centre at Vigyan Bhawan, Maulaza Azad Road, New Delhi (Outside Premises of Vigyan Bhawan for issue of Fresh Invitation Card's)	1. Shri P. L. Bairwa, Assistant Section Officer 2. Shri Deepak Kumar Sharma, DEO (Clock Room) 3. Miss Shalu Kalra, DEO 4. Shri Aditi Sonkar, DEO
3.	Reception at Vigyan Bhawan, Maulaza Azad Road, New Delhi (Main and Side 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 5. Shri Varun, DEO
4.	Sitting Arrangements in the Conference Hall No.6 at Vigyan Bhawan.	1. Shri R. K. Arora, Deputy Secretary 2. Shri V. Ashok Vardhan, Assistant Director, NCST, RO, Bhubaneswar

		<ul style="list-style-type: none"> 3. Miss Deepika Khanna, Research Officer, NCST, RO, Bhopal 4. Shri Sudhir Atram, PS to Member 5. Smt. Yamini, DEO 6. Shri Punit, DEO
5.	Dias Management (Sitting, Name Plate, Flower Decoration, Tray Cloth, Bouquet, Mic & Water)	<ul style="list-style-type: none"> 1. Shri K. Touthang, Joint Secretary 2. Shri R. K. Dubey, Assistant Director 3. Smt. Sushma Gautam, APS to Chairperson 4. Smt. Krishna, Junior Translation Officer 5. Ms. Tapasya, Anchor 6. Shri Vaseem Akram, Stenographer 7. Shri Ashok Kumar, DEO 8. Smt. Ritu, DEO 9. Shri Manoj Kumar, Attendant 10. Shri Jitendra, MTS
6.	Refreshment at VIP Lounge	<ul 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
7.	Technical Room	<ul style="list-style-type: none"> 1. Shri R.S. Mishra, Sr. Investigator 2. Shri Sanjay Kumar Gupta, Sr. Software Engineer 3. Shri Himanshu Joshi, Sr. Network & Hardware Engineer 4. Shri Chhagan Lal, Attendant
8.	Arrangements of Tea, Lunch and High-Tea	<ul 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 Lokesh, Attendant 6. Shri Ramesh Prasad, MTS
9.	Media Coordination	<ul style="list-style-type: none"> 1. Shri Sanjay Srivastava, Director, PIB 2. Shri Shiv Kumar, Press Release 3. Shri Ajeet Kumar, DEO 4. Shri Lal Bahadur Mahto, MTS
10.	Reserve Persons	<ul style="list-style-type: none"> 1. Shri Nitesh Kumar Pathak, DEO 2. Miss Deepali, DEO 3. Shri Pankaj, MTS 4. Shri Sushil Kumar, MTS

11.	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 7. Smt. Sumitra, MTS 8. Shri Phirey Singh, MTS
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(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 Member (MCI), NCST, New Delhi.
3. PSO to Secretary, NCST, New Delhi.
4. PS 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 in NCST headquarter on 18.02.2020 (Tuesday).
9. NIC Cell, NCST, New Delhi.