



F. No. 39/5/NCST/2021-Admn.  
Government of India  
National Commission of Scheduled Tribes

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

Dated: 27-09-2021

**OFFICE ORDER**

**Sub: Work distribution for the Seminar on three days i.e. 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup> September, 2021 at Vigyan Bhawan, Hall No. 2 & 3, 5 & 6 Maulana Azad Road, New Delhi.**

The Competent Authority has decided to allot works to the Officers/Officials working in the Commission in Connection with Seminar on three days i.e. 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup> September, 2021 at Vigyan Bhawan, Hall No. 2 & 3, 5 & 6, Maulana Azad Road, New Delhi as under: -

S. No.	Work assigned	Name & Designation of the Officers/Officials
1.	Registration Counter, Outside Entry Gate at Vigyan Bhawan, Maulana Azad Road, New Delhi.  (Registration of Delegates, Issuance of Invitation Cards Badges and Car Parking Labels)	1. Smt. C. Jenny Raj, Principal Staff Officer 2. Shri Ram Janam Chaudhary, Assistant Director 3. Shri H. R. Meena, Sr. Investigator 4. Miss Aditi Sonkar, DEO 5. Miss Geeta Kuttan, DEO 6. Shri Rahul, DEO
2.	East Entry Gate of Hall No. 2 & 3, 5 & 6 at Vigyan Bhawan  (Welcome and Guidance to the Delegates)	1. Shri Ram Janam Choudhary, Assistant Director 2. Shri P.L. Bairwa, ASO 3. Shri Varun, DEO 4. Shri Punit, DEO 5. Shri Manoj Kumar, Attendant
3.	VIP Entry Gate at Vigyan Bhawan	1. Shri Surat Singh, Director 2. Dr. Lalit Latta, Director 3. Shri Ajeet Kumar, DEO 4. Shri Deepak Kumar Sharma, DEO




4.	Sitting Arrangements in the Conference Hall No.6 at Vigyan Bhawan.	<ol style="list-style-type: none"> <li>1. Shri Rajesh Kumar Verma, Under Secretary</li> <li>2. Shri S. P. Meena, Deputy Director</li> <li>3. Miss Shalu Kalra, DEO</li> <li>4. Shri Sonu Kumar, DEO</li> </ol>
5.	Dias Management (Sitting, Name Plate, Flower Decoration, Momentos, Tray Cloth, Bouquet, Mic & Water)	<ol style="list-style-type: none"> <li>1. Shri Surat Singh, Director</li> <li>2. Smt. Ritu, Legal Assistant</li> <li>3. Shri Ashok Kumar, Office Assistant</li> <li>4. Shri Aashish, DEO</li> <li>5. Miss Mahak, DEO</li> <li>6. Shri Jitendra, MTS</li> </ol>
6.	Refreshment/Lunch at VIP Lounge and Atrium	<ol style="list-style-type: none"> <li>1. Shri S. P. Meena, Deputy Director</li> <li>2. Shri Bharat Bhushan Jain, Consultant</li> <li>3. Shri Shatrughan Prasad, MTS</li> <li>4. Shri Govind Dayal, SSA</li> <li>5. Shri Madan Lal Verma, Attendant</li> <li>6. Shri Manoj, Attendant</li> </ol>
7.	Technical Room	<ol style="list-style-type: none"> <li>1. Shri Rajesh Kumar Verma, Under Secretary</li> <li>2. Shri Sanjay Kumar Gupta, Sr. Software Engineer</li> <li>3. Shri Himanshu Joshi, Sr. Network &amp; Hardware Engineer</li> <li>4. Shri Puneet Tanwar, Software Engineer</li> <li>5. Shri Vivek Kumar, Software Engineer</li> </ol>
8.	Noting, preparation of Minutes and Press brief	<ol style="list-style-type: none"> <li>1. Shri R.K. Dubey, Deputy Director</li> <li>2. Shri R.S. Misra, Sr. Investigator</li> <li>3. Smt. Monika Tigga, PA</li> <li>4. Shri Mahadeo Rajbhar, STO</li> <li>5. Shri Alok Kumar Dwivedi, Consultant</li> <li>6. Miss Laxmi Kumari Meena, Stenographer</li> </ol>
9.	Billing/ Cash Room	<ol style="list-style-type: none"> <li>1. Shri S.P. Meena, Deputy Director</li> <li>2. Shri Govind Dayal, SSA</li> <li>3. Shri P.L. Bairwa, ASO</li> <li>4. Shri Bharat Singh, Consultant</li> <li>5. Smt. Deepali, Office Assistant</li> <li>6. Shri Ramesh Prasad, Attendant</li> </ol>



10.	VIP Escort	<ol style="list-style-type: none"> <li>1. Dr. Lalit Latta, Director</li> <li>2. Shri Y.K. Bansal, RO</li> <li>3. Shri Raj Kumar Badlia, PS</li> <li>4. Shri Dharmendra Kumar, JTO</li> </ol>
11.	Control Room, IIC	<ol style="list-style-type: none"> <li>1. Shri Sukhdev, PA</li> <li>2. Shri Chaggan Lal, Attendant</li> </ol>
12.	Reserve Persons	<ol style="list-style-type: none"> <li>1. Smt. Sumitra, MTS</li> <li>2. Smt. Poonam, MTS</li> <li>3. Smt. Krishna, MTS</li> <li>4. Shri Pankaj, MTS</li> <li>5. Shri Sushil Kumar, MTS</li> <li>6. Shri Ram Swaroop, Attendant</li> </ol>

All Officers/Officials and Staff (Regular and Outsourced) are requested to attend the Seminar at 09.00 AM onwards on three days i.e. 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup> September, 2021 at Vigyan Bhawan, New Delhi.

  
 (Rajesh Kumar Verma)  
 Under Secretary (Admn.)

**To,**  
**All concerned Officers/Staff.**

**Copy to: -**

1. PS to Hon'ble Chairperson, NCST, New Delhi.
2. PS to Hon'ble Member (AN), NCST, New Delhi.
3. PSO to Secretary, NCST, New Delhi.
4. PS to Joint Secretary, NCST, New Delhi.
5. DEOs to Directors, NCST, New Delhi.
6. Deputy Directors, NCST, New Delhi.
7. Assistant Director, (OL), NCST, New Delhi.
8. NIC Cell, NCST, New Delhi.