



F. No. 13-5/2010-Pers (Pt.)

Date: July 14, 2023

OFFICE ORDER- 179 /2023-24/NIEPA

Sub: Inter-Sectional transfer of NIEPA officials at NIEPA - Phase-II - reg.

It has been observed by the Competent Authority that a few employees are working in Sections / Units for a longer period. The officials / employees must be given exposure to various kinds of jobs so that they become experts in all types of work and can look after each other's jobs as and when required. Some of them will improve the functioning, if posted to a suitable section.

In order to streamline the works of following sections in terms of their services, following employees are transferred as mentioned below:

S. No.	Name of the employee and designation	Name of the Section/ Unit currently posted	Name of the Section/ Unit transfer is approved
1.	Mrs. Poonam Kumari, UDC	Personnel Administration	General Administration Purchase, working on GeM Portal, AMCs, support to Hostel in purchase matters, Maintaining Stock / Inventory Register, maintenance etc. and other works of General Administration.
2.	Mrs. Purnima Verma, UDC	Academic Administration	Student Cell All works related to admission, conduct of pre and post examinations, Viva-voce, correspondence and conducting all student activities and Convocation programme, etc.
3.	Mrs. Rekha Rani, UDC	Student Cell	Personnel Administration All Establishment matters of Group B & C employees, recruitment, other service matters and medical facilities / health cards, RTI related duties (assisting the ACPIO), etc.
4.	Sh. Naresh Bhardwaj, LDC	General Administration	General Administration To look after the complaints and general requests received from office, residence, hostel and other works of General Administration in reference to Civil, Electrical, Horticulture, water, plumbing, general face lifting, sanitation floor-wise, security, canteen facility and common floor-wise facilities, IT/ ITES, etc.

[Handwritten signature and date]
10/7/2023

The above mentioned officials may hand over and take over the charge within one-week of receipt of this transfer order. Details of records, work in progress and list of pending works to be handed over to the next incumbent.

This issues with the approval of the competent authority.

Administrative Officer (I/c)

To,

o/c

All the concerned

Copy to:

1. Sr. PS to Hon'ble Vice Chancellor - for information
2. PA to Registrar - for information
3. All In-Charges - Sections / Units
4. Finance Officer
5. Internal Audit
- ✓ 6. Systems Analyst - with the request to upload the Office Order on NIEPA website
7. Office Order File