



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17 – B, Aurobindo Marg, New Delhi – 110 016

F.No.25 – 1/2012 – Pers (Rectt)

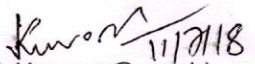
July 11, 2018

NOTIFICATION

DUTIES AND RESPONSIBILITIES OF SECTION OFFICER (TRG. CELL)

Approval of the Vice Chancellor is hereby conveyed for allocation of Duties and Responsibilities of Section Officer (Training Cell) for compliance;

- (i) Arranging Training/Conference Facilities in NIEPA
- (ii) Booking of Halls for Training/Conference, Foundation Day and National Education Day in IIC, IHC and other places.
- (iii) Booking of Rooms for National and International participants in IIC, IHC and other places.
- (iv) Arranging Lunch/Dinner programmes for Training/Conferences in Conference Venue
- (v) Arranging Transport facilities for International participants for airport transfer to Hostel and vice-versa.
- (vi) Arranging Transport facilities for participants for field visit, local trips. Airport transfer will be taken care by General Administration.
- (vii) Proof reading for matters and design finalising for Banners and Posters.
- (viii) Receiving the Banners and Posters as per approved matter and placing it in desired places.
- (ix) Signing of vouchers for receiving Banners, Posters and other Audio Video equipments for training and conferences
- (x) Arranging photography and videographer for training and conferences.
- (xi) Processing of the Bills received for all the activities related to training and conferences.
- (xii) Any other Matter as may be allotted.


(Prof. Kumar Suresh)
Registrar (I/c)

Shri JP Singh
Section Officer (Training Cell)
NIEPA

Copy to:

1. All faculty members (through email)
2. PS to VC
3. PA to Registrar
4. S.O (GA)
5. S.O (Personnel)

A.O.