



F. No. 39/2/NCST/2020--Admn.
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: Preparatory work related to the Celebration of 16th Foundation Day of NCST at Vigyan Bhawan, New Delhi on 19.02.2020.

Competent Authority has decided to allot preparatory works for the Officers/Officials working in the Commission in Connection with Celebration of 16th Foundation Day of NCST at Vigyan Bhawan, New Delhi on 19.02.2020 as under: -

S. No.	Work assigned	Name & Designation of the Officers/Officials
1.	Committee for Security Pass, Gate Pass, VIPs Protocol and Management of Advance Security Level Clearance.	1. Shri K. Touthang, Joint Secretary 2. Dr. Lalit Latta, Director 3. Shri R. K. Arora, Deputy Secretary 4. Shri Raj Kumar Badalia, PS to Joint Secretary 5. Smt. Yamini, DEO 6. Shri Varun, DEO 7. Shri Manoj Kumar, Attendant
2.	Committee for Finalization of Invitation List, Invitation Cards, Letters & Address of Participants.	1. Dr. Lalit Latta, Director 2. Shri K. P. Singh, Consultant 3. Shri P. L. Bairwa, Assistant Section Officer 4. Miss Aditi Sonkar, DEO 5. Miss Shalu Kalra, DEO 6. Shri Punit, DEO
3.	Committee for Postal, Dispatch of Letters and Invitation Cards of Participants.	1. Shri S. P. Meena, Assistant Director 2. Shri Shis Pal Singh, Consultant 3. Miss Laxmi Kumari Meena, Stenographer 4. Shri Sushil (MTS) 5. Smt. Sumitra (MTS)
4.	Committee for Email of Letters and Invitation Cards of Participants.	1. Shri R. S. Mishra, Sr. Investigator 2. Shri Sanjay Kumar Gupta, Sr. Software Engineer

		3. Shri Himanshu Joshi, Sr. Network & Hardware Engineer
5.	Committee for Confirmation for Participants on telephone.	1. Shri Ram Janam Choudhary, Assistant Director 2. Shri Manoj Kumar Shaw, Sr. Translation Officer 3. Smt. Krishna, Jr. Translation Officer
6.	Committee for Printing, Purchasing and Procurement for Medals, Awards, and Gifts of Participants.	1. Shri R. K. Dubey, Assistant Director 2. Shri Govind Dayal, SSA 3. Shri Vaseem Akram, Stenographer 4. Shri Bharat Singh, Consultant 5. Shri Ashok Kumar, DEO 6. Miss Deepali, DEO 7. Shri Jitendra, MTS
5.	Reserve Persons	1. Smt. Ritu, DEO 2. Shri Ajeet Kumar, DEO 3. Shri Deepak Kumar Sharma, DEO 4. Shri Nitesh Kumar Pathak, DEO 5. Shri Ajeet Kumar, DEO

R. K. Dubey

(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. 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. NIC Cell, NCST, New Delhi.