



National Institute of Educational Planning and Administration
(Deemed to be University u/s-3 of the UGC Act, 1956)
17-B, Sri Aurobindo Marg, New Delhi - 110016

F. No. 13-5/2010-Pers. (Misc.) (PT)
Date: January 3, 2023

OFFICE ORDER

Subject: Inter-sectional transfer of the officials at NIEPA - Phase I – reg.

1. In continuation to this Office Order No.F. No. 13-5/2010-Pers. (Misc.) (PT) dated 30.12.2022 regarding proposal for inter-sectional transfer of the officials at NIEPA - Phase I, and Officer Order No. 162/2021-22/NIEPA (File No. 17-5/1982-83/Pers.) dated 14.09.2021 for additional charge of Incharge Training Cell, **Sh. Chander Prakash, Section Officer (GA) and Incharge Training Cell is hereby advised to handover the charge of training Cell to Mrs. Sonam Anand Sagar, Assistant with immediate effect.**

List of all files related to Training Cell, list of upcoming events of training as per the approved training calendar, transfer of records, list of incomplete work/pendency etc., be handed over for smooth functioning of the Section. The charge be accordingly handed over for smooth functioning of the Training Cell. The in-coming officer be suitably briefed, in view of ongoing trainings and proposed programmes.

**Attn : Sh. Chander Prakash,
Section Officer (GA) and Incharge (Training Cell)**

2. 3.3In continuation to your Office Order No. 14/2018-19/NIEPA (F.No. 13-5/2010–Pers (Pt.) dated 09.04.2018 regarding transfer from Academic Administration to Personnel Administration, **Mrs. Sonam Anand Sagar, Assistant (I/c – Personnel Section) and Incharge (Student Cell)**, is hereby directed/advised to handover the charge of her seat of Personnel Section to Mrs. Suchitra Bhatnagar, Assistant with immediate effect.

List of all files related to Personnel Administration, recruitment files, Reservation Roster, other service matters, service books, permanent records

etc., alongwith past/working records, establishment and rosters, ACR records etc., be handed over along with statement and FRs of incomplete work or pendency for smooth functioning of the section. The in-coming officer shall be suitably briefed, in view of ongoing and priority work, including of recruitment and promotion.

**Attn : Mrs. Sonam Anand Sagar,
Assistant / Incharge – Personnel Section**


3. In continuation to Office Order No. 13-5/2010-Pers. (Misc.) (PT) dated 30.12.2022 and previous reference No. 167/2016, NUEPA and No. F. 13 - 5/2010 - Pers. (pt.) dated 06.07.2016 with record of transfer from Admission Cell to Accounts Section, **Mrs. Suchitra Bhatnagar, Assistant**, who is now transferred to the Personnel Administration, is hereby directed/advised to handover the charge of her seat of Accounts Section to Sh. Kamal Kumar Gupta, (Assistant) with immediate effect.

List of all files related to Accounts Section, related records, vouchers, annual accounts, pensioners details etc. along with list of incomplete work/pendency if any, be handed over for smooth functioning of the Section, to Sh. Kamal Kumar Gupta. He may be suitably briefed, in view of ongoing visit of the external audit and other important ongoing work and commitments of the finance and accounts section.

Attn : Mrs. Suchitra Prajapati, Assistant (Accounts Section)
Attn : Sh. Kamal Kumar Gupta, Assistant (Accounts Section)

It is expected that handing over and taking over, proper transfer of charge and records will surely happen by the afternoon of 06.01.2023.

This issues with the approval of the Competent Authority.


(Dr. D. S. Thakur)
Administrative Officer (I/c)

To

Sh. Chander Prakash, Section Officer (GA) and Incharge (Training Cell)

Mrs. Sonam Anand Sagar, Assistant / Incharge (Personnel Administration)

Mrs. Suchitra Prajapati, Assistant, Accounts Section

Sh. Kamal Gupta, Assistant / Incharge – Accounts Section

Copy to:

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