



राष्ट्रीय मुक्त विधालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएमओ 9001:2008 प्रमाणित/ISO 9001:2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा. सं. वि. मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. Of School Education and Literacy, M.H.R.D., Govt. of India)

F-42-07-58/2019/NIOS/Admn./Mtce.

Date:09.11.2021

OFFICE ORDER

It is hereby informed that the NIOS will be celebrating its 32<sup>nd</sup> Foundation Day on 23<sup>rd</sup> November,2021 at NIOS HQ.

The following Officers/Officials are being assigned specific duties as per details given as under:-

| Sr. No. | Work assigned   | Name of Officers/Officials   | Date of Completion of work           |
|---------|---|--|--------------------------------------|
| 1.      | <b>Help Desk cum Reception</b><br>Welcome to invitees<br>(i) Distribution of Programme Schedule to the invitees<br>(ii) Distribution of Pen/slip pad in NIOS cloth beg to all the participants and dignitaries on the Foundation Day. | <ul style="list-style-type: none"><li>➤ Ms. Anitha Nair, Dy. Director-Convenor</li><li>➤ Ms Sheela Ravi , DD(admin)</li><li>➤ Ms. Praveen Chauhan, Asstt. Director</li><li>➤ Ms. Rekha Ahuja, Supdt.</li><li>➤ Sh. Vijay Kumar Mehto, Asstt</li></ul>  | 23.11.2021<br>(As per time Schedule) |
| 2.      | (i) Stage arrangements/<br>Decoration including lighting of lamp, Dias plan & Name plates for the dignitaries on the Dias   | <ul style="list-style-type: none"><li>➤ MS Bhawna Dhyani JD -Convenor</li><li>➤ Ms. Neena Golani, Asstt. Director</li><li>➤ Sh Vipi Mahara AD(SSS)</li><li>➤ Ms. Radhika B., Asstt. Director</li><li>➤ Sh Ravinder Kumar, SO(Mtce)</li><li>➤ Ms. Urmila Kala, Supdt</li><li>➤ Ms. Geeta Khanna, Asstt.</li></ul> | 23.11.2021<br>(As per time Schedule) |
| 3.      | (i) Seating arrangement at the venue  | <ul style="list-style-type: none"><li>➤ Dr. Sandhya Kumar, Dy. Director-Convenor</li><li>➤ Ms. Madhu Bansal, Asstt. Director</li><li>➤ Ms. Harbhajan Kaur, Asstt.</li><li>➤ Ms. Geeta Kandpal, Asstt.</li></ul>  | 23.11.2021 (As per time Schedule)    |
| 4.      | (i) Distribution of Invitation Cards to all Invitees<br>(ii) Arrangements of Backdrop, Banner, Welcome Board, Podium and Badges etc   | <ul style="list-style-type: none"><li>➤ Dr. T.N. Giri , JD(Voc/ Media)-Convenor</li><li>➤ Sh. Aditi Ranjan Rout, Dy. Director(A/C)</li><li>➤ Dr. Kanchan Bala, TO</li><li>➤ Sh. Narayan Singh Adhikari, Asstt.</li><li>➤ Sh rakesh Kumar</li><li>➤ Sh. Raj Singh-II, MTS</li></ul>                               | 23.11.2021<br>(As per time Schedule) |

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|     | (iii) Flower and bouquets arrangements.<br>(iv) Arrangement of Security Guards in Ceremonial Dress.   | ➤ Sh. Anresh Kumar, Mali   |                                      |
| 5.  | (i) Mementoes, Plants and Shawls to Chief Guest and other Guests on dias.   | ➤ Sh. Aditi Ranjan Rout, Dy. Director-Convenor<br>➤ Dr. S. K. Mahapatra, Assistant Director<br>➤ Dr. Rajendra Nayak, Assist Director<br>➤ Sh Kamal Singh, Section Officer  | 23.11.2021<br>(As per time Schedule) |
| 6.  | (i) To pick & drop of learners from Airport/Railway Station to NIOS Guest House, National Bal Bhawan  | ➤ Dr. R. N Meena, Asstt. Dir. - Convenor<br>➤ Sh. Virender Kumar, Section Officer<br>➤ Sh. Subhash Sharma, Asstt.<br>➤ Sh. Ashok Kumar, Asstt.<br>➤ Sh. Raj Singh-I, MTS   | 23.11.2021                           |
| 7.  | (i) Compering/Anchoring   | ➤ Ms. Rajshree, AIR<br>➤ Dr. Monika Kadiyan, Hindi Officer   | 23.11.2021<br>(As per time Schedule) |
| 8.  | (i) Approval and Printing of Invitation Cards and other documents to be release on the Foundation Day.<br>(ii) Finalization of Designing of Backdrop, Banner, Welcome Board, Podium and Badges, etc<br>(iii) Engraving names of NIOS learners on Shields/Mementos<br>(iv) Printing of Special cover of NIOS with 32 year logo | ➤ Ms Manju Gupta, Joint Director-Convenor<br>➤ Sh. Kamal Singh, Section Officer<br>➤ Sh. Ram Prakash, Technical Asstt.<br>➤ Ms Sreeja , Technical asstt.   |                                      |
| 9.  | (i) Finalization of list of invitees for the function   | ➤ Ms. Priya Gupta, Dy. Director-Convenor<br>➤ Sh. S. Mahendran, AD(Pers)<br>➤ Ms. Vatsala Bajaj, PA<br>➤ Sh. Bhawna Khanna, PA<br>➤ Sh. Vinod Kumar, MTS   | 23.11.2021<br>(As per time Schedule) |
| 10. | (i) Arrangements for Lunch for VIPs<br>(ii) Arrangements of Refreshment and Lunch for all the participants,<br>(iii) Arrangement of water to all.<br>(iv) Arrangement of Lunch to the NIOS learners and their School invitees.  | ➤ Sh. S.S. Das, Dy. Director-Convenor<br>➤ Dr. Manish Chugh, AD(Audit)<br>➤ Dr. Rajendra K. Naik, Asstt. Director<br>➤ Dr. B.K. Rai, Asstt. Director<br>➤ Sh. S. Mahendran, AD(Pers)<br>➤ Sh. K. Srinivas, Section Officer<br>➤ Sh. Suraj K. Maurya, TO<br>➤ Sh. Surender Rana, Asstt. | 23.11.2021<br>(As per time Schedule) |

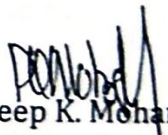
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| 11. | (i) Arrangement to play National Anthem<br>(ii) Arrangement of Laptop, Projector and Internet etc.   | <ul style="list-style-type: none"> <li>➤ Sh. Naveen Bhatia, SA/P-Convenor</li> <li>➤ Sh Pramod Tripathi, TO(ICT)</li> <li>➤ Sh. Pramod Srivastava, EDP Supervisor</li> <li>➤ Sh. Ajit Singh, Asstt.</li> </ul>   | 23.11.2021<br>(As per time Schedule) |
| 12. | (i) Disbursement of Payments   | <ul style="list-style-type: none"> <li>➤ Sh. Anil Kumar, Account Officer-Convenor</li> <li>➤ Sh. Mukesh Kumar, Section Officer</li> <li>➤ Sh. Amit Kumar, Junior Auditor</li> </ul>  | 23.11.2021<br>(As per time Schedule) |
| 13. | (i) Exhibition of NIOS journey   | <ul style="list-style-type: none"> <li>➤ Ms. Manju Churungu, Asstt. Librarian-Convenor</li> <li>➤ Sh. Ashok Rohilla, Library Asstt.</li> <li>➤ Sh. Pankaj Kumar, Asstt</li> </ul>  | 23.11.2021<br>(As per time Schedule) |
| 14. | (i) Press Release/Coverage and efforts to be made for liaison with media persons for getting wide coverage of the programme.   | <ul style="list-style-type: none"> <li>➤ Sh Chanchal K Singh -Convenor</li> <li>➤ Dr. Monika Kadiyan, Academic Officer (H)</li> <li>➤ Ms. Sarvesh Kumari, Translator</li> <li>➤ Ms. Anjane Kumari, Stenographer</li> <li>➤ Sh Prem Sagar, Steno</li> </ul> | 23.11.2021<br>(As per time Schedule) |
| 15. | (i) Invitation to honour Pandit Deen Dayal Mukta Vidya Vani Award to best AI/AVI/OBE and best Coordinator of AI/AVI/OBE.<br>(ii) Invitation to NIOS learners and ensured the arrangement of accommodation, Travel exp and other<br>(iii) All arrangements for making accommodation at NIOS Guest House, Travel exp and other arrangement for Regional Directors and NIOS learners.<br>(iv) Arrangement of Buses/Taxi for NIOS learners and Regional Directors. | <ul style="list-style-type: none"> <li>➤ Mrs. Bhawna Dhyani, J D-Convenor</li> <li>➤ Ms Anita Nair</li> <li>➤ Sh Bipan Mahara</li> <li>➤ Ms Sanchita Bhattacharya</li> </ul>   | 23.11.2021<br>(As per time Schedule) |
| 16  | (i) Preparation of small Documents on NIOS.<br>(ii) Videography & still Photography for the entire day at the venue.<br>(iii) Live coverage of Programme for AIR/DDK/NIOS Web.   | <ul style="list-style-type: none"> <li>➤ Dr. T. N. Giri, J D(CBC/Media)-Convenor</li> <li>➤ Sh. R. Srinivas Rao, Editor (Media)</li> <li>➤ Sh. Vinod Kumar, Cameraman</li> <li>➤ Sh. Inderjeet Singh, Production Assistant</li> </ul>                      | 23.11.2021<br>(As per time Schedule) |
| 17. | (i) Invitation to Principals of reputed Schools like DPS, GD Goenka, Amity Public and Army Public School.  | <ul style="list-style-type: none"> <li>➤ Dr. Mamta Srivastava, R D( RCD)</li> <li>➤ Sh. Neena Gulani, Asstt Director</li> </ul>  | 23.11.2021<br>(As per time Schedule) |

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| 18. | (i) To honour five meritorious learners of Secondary and Senior Secondary examination like Apr-May, 2020 and Oct-Nov, 2020<br>(ii) To Honour five learners of the Vocational stream who have excelled in their respective field. | ➤ Sh. Manoj Jain, Dy. Director (Eval) - Convenor<br>➤ Ms Anita Nair, Dy. Director                                       | 23.11.2021<br>(As per time Schedule) |
| 19. | (i) Welcome Speech of function (Hindi & English)<br>(ii) Speech by the presiding dignitary<br>(iii) Background material for reference of Chief Guest<br>(iv) Address by the Chief Guest (Hin. & Eng.)                            | ➤ Dr. (Mrs.) Sandhya Kumar, DD(Acad)-Covenor<br>➤ Dr. Azmat Noorie, Asstt. Director<br>➤ Dr. B. K. Rai, Asstt. Director | 23.11.2021<br>(As per time Schedule) |

The Committees will work under the guidance of Sh. Pradeep Kumar Mohaty, Secretary, Dr Rajeev Kumar Singh, Director(Acadmic), Sh Vijay Kumar, Director(SSS), Sh S. K. Prasad, Director(VOC/Eval), will look after the overall arrangements for the function.

All the Officials of NIOS mentioned above will be on duty on 23<sup>rd</sup> November, 2021 and will reach the venue at 7.30 am Sharp and will not leave the venue till the programme is over.

All the Conveners are requested to make preliminary preparations with the respective team for the programme relating to tasks assigned in order to avoid any confusion at the venue of the function on 23<sup>rd</sup> November, 2021. The Department/Unit Heads may kindly ensure that all the officials should attend the celebration of 32<sup>nd</sup> Foundation Day. All the Conveners and the respective teams will be responsible for the duties assigned for the smooth conduct of the programme on 23<sup>rd</sup> November, 2021.

  
(Pradeep K. Mohanty)  
Secretary

Copy to:-

1. All Heads of Departments,
2. PA to Secretary for kind information of Secretary, NIOS
3. Joint Director (Admn.)
4. Joint Director (CBC)
5. SA/P for upload on the NIOS website
6. All the concerned staff and Officers of NIOS
7. Notice Board