



National Institute of Open Schooling

(An Autonomous Organization under the Deptt. of School Edn. & Literacy, MHRD, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA-201309, UP

F-41-20/2011/NIOS/Admn/Pers

16 January, 2012

OFFICE ORDER - 07/12

The following link arrangements are made to manage the work in the absence of the following officers on leave/tour.

(01) Administration Department

S.No	Name	Branch/Unit	Link Officer
1.	Sh.Sunil Kaura Joint Director (Admn)	Personnel, Legal, Recruitment, Printing, MD Unit and PR Unit	Sh.B.L.Bhatla, DD (Admn)
2.	Sh.B.L.Bhatla DD (Admn)	Purchase, Maintenance and Building	Sh.Sunil Kaura, J.D. (Admn.)
3.	Smt. Neelam Gautam DD (Accounts)	Accounts	Sh.Anil Kumar, Account Officer
4.	Sh.Dayanand Upreti Publication Officer	Printing	(i) Sh.B.L.Bhatla, DD (Admn) (ii) Mrs.Bhupinder Kaur, PS to CM
5.	Sh.Manoj Jain DD (Admn)	MPDD	Sh.D.N.Upreti, Publication Officer
6.	Smt.Bhupinder Kaur PS to CM	Printing	(i) Mrs.Sheeja Biju, Tech Asstt (ii) Sh.Ram Prasad, Tech. Asstt
7.	Sh.G.R.Sahoo Section Officer	Accounts	(i) Sh. Rajesh Guatam, SO (ii) Sh.Mukesh Kumar, Supdt.
8.	Sh.S.Mahendran Section Officer	Personnel	(i) Sh.Sameer Jha, SO (ii) Smt.Sheela Ravi, SO
9.	Smt.Sheela Ravi Section Officer	Recruitment Cell	(i) Sh.Sameer Jha, SO (ii) Sh.S.Mahendran, SO
10.	Smt.Gowri Diwakar P.R.O	PR	(i) Mrs.Sheela Ravi, SO (ii) Sh.Rajesh Gautam, SO

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(02) Office of the Chairman

S.No	Name	Branch/Unit	Link Officer
1.	Smt.Priya Gupta Section Officer	CM Office	(i) Sh.Rahul Sharma, JA (ii) Ms.Bhawna Nanda, OA

(03) SSS Department

S.No	Name	Branch/Unit	Link Officer
1.	Sh.S.K.Anand Deputy Director	SSS	(i) Smt.Anitha Nair, AD (ii) Smt. Rachna Bhatia, AD
2.	Smt.Anitha Nair Assistant Director	SSS	(i) Smt.Rachna Bhatia, AD (ii) Sh.S.K.Anand, DD (Admn)
3.	Dr. Rachna Bhaita Assistant Director	SSS	(i) Sh.S.K.Anand, DD (Admn) (ii) Smt.Anitha Nair, AD
4.	Smt.Neena Golani Section Officer	Accreditation	(i) Smt.Nishu Saini, SO (ii) Smt.Madhu Bansal, SO
5.	Smt.Nishu Saini Section Officer	Admission	(i) Smt.Neena Golani, SO (ii) Smt.Madhu Bansal, SO
6.	Smt.Madhu Bansal Section Officer	Accreditation	(i) Smt. Neena Golani, SO (ii) Smt. Nishu Saini, SO

(02) Evaluation Department

S.No	Name	Branch/Unit	Link Officer
1.	Sh.S.P.Selvan Asstt. Director (Admn)	Secret	(i) Sh.R.Mahapatra, AD (ii) Sh.C.Srinivasa, Supdt.
2.	Sh.R.Mahapatra Asstt. Director (Admn)	Confidential, Result and Conduct	Sh.S.P.Selvan, AD (Admn)
3.	Sh..K.K.Giri Section Officer	Confidential	Sh.Amar Singh Rathore, S.O.
4.	Smt.Mamta Gupta Section Officer	M&M	(i) Sh.Amar Singh Rathore, SO (ii) Sh.K.KGiri, SO
5.	Sh.Amar Singh Rathore Section Officer	Result and Conduct	(i) Smt.Mamta Gupta, SO (ii) Sh.K.K.Giri, SO



