



# National Institute of Open Schooling

(An autonomous organization under the Deptt. of Edu. MHRD, Govt. of India)  
A-24-25, Institutional Area, Sector 62, NOIDA

NIOS/Pers/2010/

30th September 10

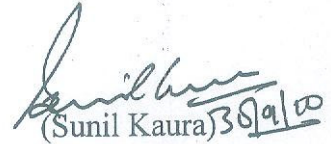
## Office Order - 286/10

As per approval of the competent Authority, we are in the process of relieving Smt. Urmila Kala, Assistant for joining her new assignment as Head Clerk in SCERT, New Delhi.

Smt. Hemlata Jiwal, Assistant is hereby posted in the Store with immediate effect. She will look after the work as Store Keeper. Smt. Urmila Kala is here by directed to prepare a list of inventories of all the store items and handed over to Smt. Hemlata Jiwal, Asstt. under intimation to the undersigned so that Smt. Urmila Kala can be relieved.

Smt. Geeta Kandpal, Assistant will look after of the work of Building Cell in addition to her own duties with immediate effect.

This issues with the approval of the Competent Authority.



(Sunil Kaura) 30/9/10

Joint Director(Admn.)

Smt. Urmila Kala  
Assistant, Administration Deptt.  
NIOS

Copy to:

1. All concerned
2. All HODs
3. Deputy Director (Accounts)
4. SA/P – with a request to upload the same on the NIOS official website
5. Dr. Bal Krishan Rai, A.O. (Hindi) for Hindi Version.
6. SO (CMO) for kind favour of information of Chairman, please
7. Personnel File