



# 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

— 2 —

**(02) Office of the Chairman**

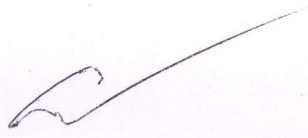
S.No	Name	Branch/Unit	Link Officer
1.	Smt.Priya Gupta Section Officer	CM Office	(i) Sh.Rahul Sharma, JA (ii) Ms.Bhawna Nanda, OA

**(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



**(05) Academic Department**

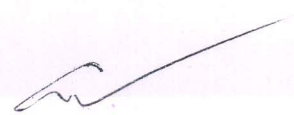
S.No	Name	Branch/Unit	Link Officer
1.	Smt.Gopa Biswas Joint Director(Acad)	Academic	(i) Smt. Sonia Behl, A.D. (Acad.) (ii) Dr.B.K.Rai, Academic Officer
2.	Dr.B.K.Rai Academic Officer	Academic	Smt.Sonia Behl, A.D. (Acad.)
3.	Smt.Monika Kadiyan Hindi Officer	Hindi Cell	Dr.B.K.Rai, Academic Officer
4.	Sh.Naipal Singh Librarian	Library	Smt.Manju Churangu, Assistant Librarian
5.	Sh.Mahesh Sharma Graphic Artist	Graphic Unit	Sh.Naipal Singh, Librarian

**(06) Vocational Department**

S.No	Name	Branch/Unit	Link Officer
1.	Dr.Mamta Srivastava Deputy Director (Acad)	Vocational	Smt.Koushalya Barik, Assistant Director (Acad)
2.	Smt.Koushalya Barik Assistant Director (Acad)	Vocational	Dr.Mamta Srivastava, Deputy Director (Acad)

**(07) Computer Unit**

S.No	Name	Branch/Unit	Link Officer
1.	Sh.S.K.Prasad SAP	Computer	Sh.Pramod Srivastava, EDP Supervisor
2.	Sh.Pramod Srivastava EDP Supervisor	Computer	Sh.Pramod Tripathi, SEO



— 4 —

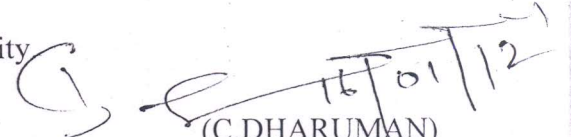
**(08) Media Unit**

S.No	Name	Branch/Unit	Link Officer
1.	Dr.R.K.Arya Joint Director	Media	(i) Smt.Sonia Behl, Assistant Director (Acad) (ii) Sh.Vinod Kumar Upadhayay, Cameraman
2.	Sh.Vinod Kumar Upadhayay Cameraman	Media	(i) Sh.R.Srinivas Rao, Editor (Media) (ii) Sh.Inderjit Singh, Production Assistant
3.	Sh.R. Srinivas Rao Editor (Media)	Media	(i) Sh.Vinod Kumar Upadhayay, Cameraman (ii) Sh.Inderjit Singh, Production, Assistant
4.	Sh.Inderjit Singh Production Assistant	Media	(i) Sh.R.Srinivas Rao, Editor (Media) (ii) Sh. Vinod Kumar Upadhayay, Cameraman

The link officers shall perform only day to day routine nature of work. In case of statutory nature of work specific order will be issued separately by the Competent Authority

The link officers will not be entitled for any additional remuneration/allowances.

This issues with the approval of the Competent Authority

  
(C.DHARAMAN)  
SECRETARY

All concerned

Copy to:-

1. All HODs, NIOS
2. PS to Chairman, NIOS for kind information of Chairman.
3. Regional Directors, NIOS RCs
4. Deputy Director (Accounts), NIOS
5. SAP for uploading the website of NIOS
6. Office Order file