

**F-23-10/2012-PERS**  
**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
**17-B, Sri Aurobindo Marg, New Delhi-110016**

4<sup>th</sup> February, 2021

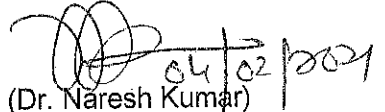
271  
OFFICE ORDER No 20-21/NIEPA

Approval of the Competent Authority is hereby conveyed to Shri Irfan, LDC to discharge the duty of **Care Taker** in addition to his own duty with immediate effect and until further orders.

He will be responsible for looking after assets and properties of the Institute. (II) Take care of building and to provide better surveillance. (III) Supervise housekeeping and conservancy staff. (IV) Provide surveillance of removal of garbage. (V) Ensure drinking water facility, cleanliness of building premises, institute guest house, staff quarters, functioning of fire extinguishers and lift. (VI) Maintain and update the inventory Register (permanent assets) including that of building and installation in consultation with SO(AA)/AO, (VII) Maintain checklist while verifying the work/AMCs or recommending payments/renewals as the case may be. (VIII) Coordinate preventive measures to check disasters or breakdowns of any services/utility.

He will take directions from Section Officer (G/A) from time to time and discharge duty accordingly.

This issues with the approval of the Competent authority.

  
(Dr. Naresh Kumar)  
Administrative Officer (I/c)

**Mr Irfan**  
**LD.C.**  
**NIEPA, New Delhi**

C.C:

1. PS to VC
2. PA to Registrar
3. Section Officer (G.A)
4. Personal file
5. Office Order file
6. Master File

7. Systems Analyst - with the request to upload the Order on NIEPA website.