

F.No.8-52/2011-Estt.
Government of India
National Commission for Minorities

5th floor Lok Nayak Bhavan,
Khan Market, New Delhi-3.
Dated: 07.08.2015

Office Order

Consequent upon the joining of Under Secretary (Shri Shariq Saeed) and in partial modification of office order No.8-52/2011-Estt. dated 23.01.2015 & 28.01.2015, the allocation of work amongst the Under Secretaries will be as shown against their names with immediate effect.

1. Sh. Arunava Sengupta, (AS) Under Secretary

- (i) Cash, Accounts & Budget
- (ii) Administration/Establishment/GS Section
- (iii) Library
- (iv) Hindi Section

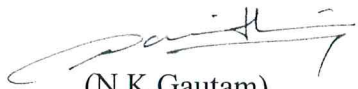
He will look after the work of US(SS) in his absence.

2. Shri Shariq Saeed, (SS), Under Secretary

- i) Work relating to Research Studies.
- ii) Work related to Grievance redressal /Legal matters.

He will look after the work of US(AS) in his absence.

This issues with the approval of Secretary, NCM.


(N.K.Gautam)
Administrative Officer

Copy to:

- 1. PS to Chairperson, NCM, New Delhi.
- 2. PSs to all Members
- 3. PPS to Secretary, NCM, New Delhi.
- 4. PA to Additional Secretary.
- 5. PA to US (AS)/US(SS)
- 6. SRO/AO.
- 7. Accounts Section, NCM, New Delhi.
- 8. NIC programmer for uploading on NCM Website.
- 9. Guard file.