

दलनह; I पुक vk; kx
Central Information Commission
4 & 5th Floor, Block No. IV / Old J.N.U. Campus
New Delhi - 110067

File No. 8/2/2007-CIC-Admn

September 19, 2007

Circular

Office of Secretary, CIC:-

The Office of the Secretary, CIC along with Administration Section shall be shifting to August Kranti Bhawan on Friday i.e. 21st September, 2007. Smt. Lata Gurung and Smt. Rajni Kumra shall be assisted by Miss Toppo and Shri Rajender in getting the files packed neatly and carefully.

Administrative Section:-

SO,FC,AC may kindly take steps to get the files packed carefully in cartons. The staff should take care of their computers, daks, files under their charge.

Miss Jaya Mamgain will be the incharge of files of administration. She should prepare a list of all files and get the same packed in cartons. She shall be assisted by Shri Vinod, DEO, Shri Jaikaran, DEO, Shri Sundar, Sweeper, Shri Sushil Kumar, Peon.

DEOs:-

DEOs attached to IC(PB) and IC(MA), continuing in Old JNU Campus shall be shifting on 21st September, 2007. Hence they may get the files packed and get the same loaded in the truck in front of their own eyes. They should also receive the same at the destination. The DEOs of IC(MA) shall move to room no. 297 and DEOs of IC(PB) shall be sitting in room no. 302.

Shri S.N. Sharma, Administrative Consultant shall keep an account of furniture to be taken to August Kranti Bhawan and the furniture to be kept in Club Building safely. The rooms vacated shall be got locked properly.

NIC and the Dak and Receipt Section shall start moving to August Kranti Bhawan on 29th 2007.

Sd/-
(Chander Shekhar)
Administrative Officer

Copy to:-

- (i) PPS to CIC/ICs
- (ii) JS(Law)/DS(PP)/US(DCS)/US(GS)
- (iii) Shri Sukhbir Singh, Section Officer
- (iv) Shri Sita Ramdas, Financial Consultant
- (v) Shri S.N. Sharma, Administrative Consultant
- (vi) Miss Jaya Mamgain, Stenographer
- (vii) Steno/DEO to Secretary, CIC
- (viii) DEOs to IC(MA)/IC(T)/IC(PB)