

No. 3/32/2013-SD/AM  
Indira Gandhi National Centre for the Arts  
Sutradhara Division (Establishment Section)

Dated: 25.02.2019

Subject: Channel of Link Officers, submission of files during the absence of Officers on official tour/leave etc.

Further to this Centre Office Order on the subject, link officers of Director (A), FA & CAO and Deputy Secretary (Academic) are designated as indicated below:

S. No	Name of the Officers	Name of the Link Officers (1)	Name of the Link Officers (2)
01.	Director (A)	Deputy Secretary (Academic)	FA & CAO
02.	FA & CAO	Director (A)	Deputy Secretary (Academic )
03.	DeputySecretary(Academic)	Director (A)	FA & CAO

2. When an officer is on tour/leave, it has to be ensured that the Link Officer, as indicated above, is at the HQs and he/she is briefed about important matters. No separate order would be issued to route the files through the Link Officers and these will be the standing instructions.
3. This issues with the approval of Competent Authority.

  
(R.A. Rangnekar)  
Director (A)

**Copy to:**

1. All Divisional Heads/Unit Heads
2. Accounts Branch
3. Guard file
4. For Notice Board in e-office/IGNCA website.