File No: 3/45/2016-SD/AM Indira Gandhi National Centre for the Arts Establishment Section

Dated: 30th November, 2018

OFFICE ORDER No. 326 /2018

In reference to this office Offer of engagement letter No. 3/45/2016-SD/AM dated 15th November, 2018, Dr. Sajith E.N. has joined IGNCA Regional Centre, Thrissur with effect from 19th November, 2018. He is designated as Regional Director, Regional Centre, Thrissur. Dr. Sajith E.N. would be the overall administrative and academic head of the Regional Centre, Thrissur and would work under the directions of IGNCA head quarter, New Delhi.

As per SOP-18 dated 13th July, 2016, Dr. Sajith E.N. as Regional Director is delegated the financial powers, which is equal to financial powers of Head of Divisions at Head Quarter.

This issues with the approval of the Competent Authority, IGNCA.

Under Secretary (Estt.)

Dr. Sajith E.N.
Regional Director
IGNCA Regional Centre,
Thrissur
Naduvil Madham Building,
TC.No.25/1318
Thekke Madham Road
Pazhaya Nadakkavu
Thrissur- 68001
Kerala

Copy to:

- 1. PS to MS
- 2. PPS to Director (A)
- 3. PS to FA & CAO
- 4. All HoD's/Regional Centre
- 5. AFA & AO (Accounts Branch)
- 6. SO (S&S)
- 7. Rajbhasha Section for Hindi translation
- 8. E-office for uploading (Estt. Section)
- 9. Guard file

