

No.3/73/2015-SD/AM  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
SUTRADHARA DIVISION (ESTABLISHMENT)

New Delhi, 8<sup>th</sup> July, 2015

Subject: System of Link Officers of the grade of Divisional Head/Unit Head in the IGNCA.

In supersession of this Centre's earlier Office Orders on the subject, link officers at the level of Head of Division and Unit Head are designated as indicated below:

S.No.	Name of the Officer	Name of the Link Officer
1.	Director(A)	FA & CAO
2.	FA & CAO	Dy. FA & Sr. AO(Accounts)
3.	HoD (JS)(I/C)	PD(RA)
4.	PD(RA)	HoD (JS)(I/C)
5.	HoD(KK)	Chief Editor
6.	Director (CIL)	Director (Library & Information)
7.	Director (L&I)	Director (CIL)
8.	HoD (C)	Director (L&I)
9.	PD(KD)(I/C)	HoD(C)
10.	Chief Advisor (MC)	Dy. Controller (MC)

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 orders would be issued to route the files through the Link Officers and these will be the standing instructions. If, however, an officer and his link officer, both are on tour/leave, then the files which are important/time bound can be routed through Director(Admn.) for approval of the Joint Secretary/Member Secretary.

3. This issues with the approval of Competent Authority.

*Jayanta Kumar Ray*  
(Jayanta Kumar Ray)  
Director(Admn.)

Copy to:

1. Sr. PA to Joint Secretary
2. All Divisional Heads/Unit Heads
3. Accounts Branch
4. Shri Umesh Batra for uploading on IGNCA' website
5. CDN for furnishing Hindi Translation
6. Guard file
- ✓ 7. For Notice Board in e office