

No.3/32/2013-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
JANPATH, NEW DELHI-110001.
SUTRADHARA DIVISION
ESTABLISHMENT SECTION

Dated: 14th June,2022

OFFICE ORDER No. 274 /2022

Subject: Channel of Link Officers, submission of files during the absence of officers on official tour and leave etc.-Reg.

Further to this Centre Office Order on the subject, link officers of Director (Admn) and FA & CAO are designated as indicted below:-

Sl.No.	Name of the Officers	Name of the Link Officers.	Remarks
1.	Director (Admn)	Dean & Director (CIL)	
2.	FA & CAO	Dy. FA & Sr. AO (Accounts)	

2. When an officer is on tour or 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 standing instructions.

This issues with the approval of Competent Authority.


(BIJENDER)

Under Secretary(Estts.)

Copy to:-

1. Dean & Director (CIL)
2. Director (Admn)
3. FA & CAO
4. Dy. FA & Sr.AO (Accounts branch)

Copy for information to:-

1. All HoDs/Units In-charge/Regional Directors of IGNC.
2. PS to Member Secretary.
3. PPS to Director (Admn)
4. PS to FA & CAO
5. Copy for IGNC's website.
6. Guard file