

F.No. 1-10/2010-Estt-NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
Ministry of Education

Farogh-e-Urdu Bhawan,
FC-33/9 Jasola Institutional Area,
New Delhi-110 025
Dated : 7th January, 2025


Office Order

Upon joing of three Research Assistants, the following official/staff are posted/transferred in the Section mentioned against each with immediate effect :-

Name & Designation	Present Posting/ Section/Division	Posting/Transfer to Section/ Division	Brief description of duties
Ms. Shahnaz Akhtar, Sr. Steno. (Urdu)	Academic Section	Grants-in-Aid including Paper Machie	Ms. Shahnaz Akhtar will perform duties as assigned by the Officer Incharge.
Shri Md. Sajidul Haque, Research Assistant	Technical Section	Sales, Store and Exhibition Section	Shri Md. Sajidul Haque will sit at NCPUL office R.K. Puram, New Delhi vice Technical Section relieved. He will perform duties as assigned by the Officer Incharge.
Shri Md. Nayab Hasan, Research Assistant	Academic Section	-	Shri Md. Nayab Hasan will perform duties as assigned by the Officer Incharge.
Ms. Neha, Research Assistant	Academic Section	-	Ms. Neha will perform duties as assigned by the Officer Incharge.
Ms. Nusrat Jahan, Research Assistant	Technical Section	-	Ms. Nusrat Jahan will perform duties as assigned by the Officer Incharge.

The handing/taking over of files, documents etc including list of files related to all schemes will be completed by 10th January, 2025 and a copy of the same may be forwarded to Establishment Section for record.

This issue with the approval of the Director.


(Mohammed Ahmed)
Assistant Director (Admn)

To,

1. Ms. Shahnaz Akhtar, Sr. Steno. (Urdu)
2. Shri Md. Sajidul Haque, Research Assistant
3. Shri Md. Nayab Hasan, Research Assistant
4. Ms. Neha, Research Assistant
5. Ms. Nusrat Jahan, Research Assistant

Copy to,

1. PA to Director
2. AD (Acad)
3. AEO (TE)
4. RO (GIA)
5. RO (Acad.)
6. AEO (Sales, Store and Exhibition)