

No. 49/51/2010-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 12th May, 2010.

To

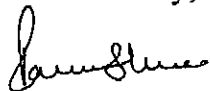
As per list enclosed.


Subject: Nomination of suitable names for the post of Registrar & Director
(Admn.), NIRD.

Sir,

I am directed to enclose a copy of letter No.DG/Misc./2010, dated 27th April, 2010 received from National Institute of Rural Development (Ministry of Rural Development, Government of India) Hyderabad on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.


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LIST

<u>Sr. No.</u>	<u>Name of the Officer S/Shri/Smt.</u>	<u>Batch</u>	<u>Present Posting</u>
1.	Arun Kumar Gupta, IAS	1992	General Manager, FCI, Haryana, Chandigarh.
2.	M. P. Bansal, IAS	1992	Awaiting orders of posting
3.	Pushp Raj Singh, IAS	1992	M.D. HLRDC and Special Secretary, Cooperation.
4.	R. P. Bhardwaj, IAS	1992	Special Secretary to Govt, Haryana, Forests Department.
5.	D.P. S. Nagal, IAS	1992	Chief Administrator, Haryana Urban Development Authority, Panchkula.
6.	Mohinder Kumar, IAS	1992	Secretary to Governor, Haryana
7.	Ashok Kumar Yadav, IAS	1993	Director-cum-Special Secretary, Agriculture and M.D. Haryana Seeds Development Corpn.
8.	T. K. Sharma, IAS	1993	Commissioner, Gurgaon Division, Gurgaon, Spl. Commissioner, Health & Nutrition, Chairman, Mewat Development Agency and assisting Dr. N.C. Saxena, who has been appointed Commissioner by Hon'ble Supreme Court in PUCL Vs UOI & Ors (W/P) © 196 of 2001.
9.	Balbir Singh Malik, IAS	1993	Commissioner, Hisar Division, Hisar
10.	Suresh Kumar Goyal, IAS	1993	Special Secretary, Home-I Department
11.	Balwan Singh, IAS	1993	Special Secretary, Revenue & Disaster Management-II Department, Director, Consolidation of Holdings, DLR, Special Collector (HQ) and Special LAO, Haryana
12.	R.P. Gupta, IAS	1993	Administrator, HUDA (Hqrs), Panchkula.
13.	Anurag Agarwal, IAS	1994	Special Secretary, Personnel, Training, Vigilance and Parliamentary Affairs, Director, Training (ex-officio) and Inquiry Officer, Vigilance and Member Secretary State Administrative Reforms Commission, Haryana.
14.	R S Doon, IAS	1994	Deputy PSCM
15.	Vijayendra Kumar, IAS	1995	Director-cum-Joint Secy., Rural Development Department
16.	D. Suresh, IAS	1995	Administrator, HUDA, Faridabad
17.	M S Seharawat, IAS	1995	Commissioner, Municipal Corpn., Faridabad.
18.	R.S.Khara, IAS	1995	Chief Executive, Haryana Khadi & Village Industries Board.
19.	O P Langayan, IAS	1995	M.D. Haryana Agro Industries Corpn. and Joint Secretary, Agriculture
20.	Suprabha Dahiya, IAS	1995	Administrator, HUDA, Rohtak
21.	Chander Parkash, IAS	1995	Deputy Commissioner, Jhajjar
22.	Chhajju Ram Rana, IAS	1995	Deputy Commissioner, Mewat at Nuh and CEO, Mewat Development Agency, Nuh
23.	Raj Bir Singh, IAS	1995	Joint Secy. to Govt., Haryana, Secretariat Establishment and Monitoring & Coordination.
24.	Subhash Chandra, IAS	1995	Joint Secretary, Home-II Department and Joint Commissioner, Gurdwara Elections, Haryana.
25.	Neelam P. Kasni, IAS	1996	Director-cum-Joint Secretary, Welfare of Scheduled Castes and Backward Classes Department, Joint Secretary, Finance and Director, Institutional Finance & Credit Control, Haryana.



LNIRD

मात्यू सी. कुनुमकल आई ए एस
महानिदेशक

Mathew C. Kunnumkal IAS
DIRECTOR GENERAL

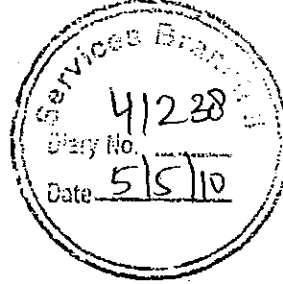
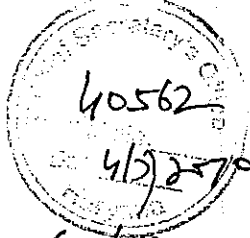
राष्ट्रीय ग्रामीण विकास संस्थान

NATIONAL INSTITUTE OF
RURAL DEVELOPMENT

(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad - 500 030 (India)

CONFIDENTIAL

DG /Misc./2010
April 27, 2010



Dear Ms. Urvashi Guntak, *Urvashi Guntak*

Sub: Nomination of suitable names for the post of Registrar & Director
(Admn), NIRD.

The post of Registrar & Director (Admn.) in NIRD is likely to fall vacant shortly. The NIRD intends to do the recruitment for this post from among the IAS Officers with at least 14 – 18 years of service, who have held previous assignments in rural development such as Chief Executive Officer, ZP/District Development Officer/Project Director, DRDA; Collector and District Magistrate etc. Officers drawing pay in the Selection Grade of the IAS will be eligible.

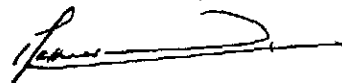
2. Broadly, the **duties and responsibilities** attached to the post of the Registrar & Director (Admn.) in the Institute are as below:

- The Registrar & Director (Admn.) is in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Director General in dealing with administrative matters/administrative arrangements for seminars, conferences, training programs, study tours etc.
- He shall assist the Director General in matters pertaining to the Executive Council, the General Council and other Standing Committees.
- He is responsible for the maintenance and deployment of the Institute's vehicles, procurement of stores etc.
- He is controlling officer and Disciplining Authority for certain categories of staff.
- He is also Warden of the Guest Houses in the Institute.
- He is the Welfare Officer of the Campus.
- He is declared a Faculty Member in terms of DoPT OM No.12017/2/86-Trg. Dated 31.3.1987. He is required to take part in the academic activities of the Institute. He is entitled to 30% of basic pay as training allowance.

p.t.o.

3. This is to request you to identify one or two suitable names of Officers for filling up the post of Registrar and Director (Admn.). I will be grateful if you could send them in the next few weeks.

Yours faithfully,



(MATHEW C. KUNNUMKAL)

Ms. Urvashi Gulati
Chief Secretary
Govt. of Haryana
Secretariat
Chandigarh

SEB
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