

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION  
AND INFORMATION RESOURCES  
DR. K S KRISHNAN MARG & 14 SATSANG VIHAR MARG, NEW DELHI**

No. 8(7)/G/Misc/2015

Dated:17.03.2016

**OFFICE MEMORANDUM**

Consequent upon the retirement of Mrs. Supriya Gupta, PTO and Head, Production Section on superannuation on 31.03.2016 , Competent Authority , CSIR-NISCAIR has been pleased to nominate Sh.Pankaj Gupta, PTO and Head, Printing as Head,Production Section (additional charge) w.e.f. 01.04.2016.

Sh. A.K. Brahmi, STO(3) and senior most Officer in Production Section will take charge from Mrs. Supriya Gupta ,PTO and will assist Head, Production in discharging all the duties of Production Section.

  
(Neena Seth )  
Section Officer

Copy to:

1. Mrs. Supriya Gupta, Head, Production Section
2. Sh.Pankaj Gupta, Head, Printing Section
3. Sh. A.K. Brahmi, STO(3)
4. Advisor, Print and Production Division
5. Head, Art & Graphic Section
6. All HODs
7. Head, PME
8. PA to AO
9. PS to Director
10. Head, IT for uploading on NISCAIR website
11. Rajbhasha Unit for Hindi Translation