

**NATIONAL PHYSICAL LABORATORY  
DR. K.S. KRISHNAN ROAD, NEW DELHI-110012**

No. 27/1/2003/E-II

Dated : 12.04.2016

**OFFICE MEMORANDUM**

Consequent upon retirement of Sh. V.K. Kaushika, COA, NPL, Director, National Physical Laboratory has been pleased to approve the following re-allocation of work in NPL administration with immediate effect:

1	Smt. Bhawna Guglani, SO (G)	Vigilance, Legal / RTI
2	Sh. Anil Kumar, SO (G)	Recruitment & Assessment (R&A)
3	Sh. Dharam Singh, SO (G)	Section Officer (E-I) / DDO
4	Sh. Babu Ram, SO (Adhoc)	General Section, R&I, Transport, Guest House & Record Management
5	Sh. R.G. Meena, PS	SO(G) E-II Section and in addition senior most Asstt.(G) Gr.I will also look after the work of E-II section till new SO (G) joins in the lab.

Apart from the above, it is proposed that while the AO/SOs at NPL proceeds on leave, the following arrangements may be made in the interest of office for its smooth functioning:

- (1) In the absence of COA/AO, the senior most SO(G) will look after the work of COA/AO and Mrs. Bhawna Guglani, SO(G) will also look after the work of CPIO in addition to his / her existing duties without any additional remuneration.
- (2) In the absence of SO(E-I)/DDO, senior most SO(G) will look after the work of DDO.
- (3) SO (R&A) and SO (Vig.) will look after each others work in the absence of one of the SO's.
- (4) In the absence of Section Officer (E-II), senior most Assistant will look after the work of this section.

In addition to the above, AO will also look after the work of COA in addition to AO's work till new COA joins in the lab for smooth functioning of the administrative work in the lab.

311251/2/71  
12.4.16  
(R.G. Meena)  
Section Officer (G)  
E-II Section

**Copy to:**

1. PA to Director, NPL
2. PA to COA
3. PA to AO
4. PA to CoFA
5. PA to CoS&P
6. F&AO
7. SPO
8. All concerned officers
9. Guard file
10. Office copy