



राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान
NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
राजेन्द्रनगर, हैदराबाद / Rajendranagar, Hyderabad – 500 030.

No. NIRDPR/AR(E)/2023/Misc./2

Dt. 31.05.2023

OFFICE ORDER NO.

204

All Heads of Centres/Sections including Administration and Accounts are requested to hold weekly meetings with their staff working under them to take stock of various matters pertaining to the centre and with a view to ensure timely action on the matter. The brief minutes of the meeting may be drawn and a copy of the same shall be marked to Director General for information.

2. This is issued with the approval of Director General.

Premab Kumar Singh
Assistant Registrar (E) i/c
31/05/2023

To

1. SES to DG
2. PA to DDG i/c & FA
3. PA to Registrar & D (Admn.)
4. PA to Director (Finance)
5. All Heads of School/ Centres/ Section
6. Asst. Registrar i/c
7. AFA&PAO i/c
8. Asst. Directors
9. All Accounts Officers
10. SO, Admn. Section III
11. Office order file
12. Office copy