

IG/RCD3/OO/2026/06

Dated: 02.06.2026

Office Order

Sub: Looking after Office Work during Leave/Absence/Duty Leave/Academic Leave of an Academic

The Academics of the Regional Centre Delhi-3 are hereby directed to perform the duties and responsibilities, in the case of leave/absence/duty leave/academic leave of an Academic, as follows:


01. **Dr. Neeraj**, Assistant Regional Director, will look after the work of Dr. M. R. Faisal, Regional Director, during his leave/absence/duty leave/academic leave, in addition to her assigned duties.

02. **Dr. M. R. Faisal**, Regional Director, will look after the work of Dr. K. Nilofer, Regional Director, during her leave/absence/duty leave/academic leave, in addition to his assigned duties.

03. **Dr. K. Nilofer**, Regional Director, will look after the work of Dr. Neeraj, Assistant Regional Director, during her leave/absence/duty leave/academic leave, in addition to her assigned duties.

04. In case of leave/absence/duty leave/academic leave of two academics simultaneously, the Academic present at the RC will look after the work of both of them, in addition to his/her assigned duties.

The Sr. Regional Director and Head will also assign any other work as and when required. The above arrangement is with immediate effect till further orders.


02/06/2026
(Dr. Ashok Sharma)

Sr. Regional Director and Head

Distribution:

1. RC Delhi-3 Academics
2. Director, RSD, IGNOU Headquarters
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