

# JHARKHAND SPACE APPLICATION CENTER

Department of Information Technology, Govt. of Jharkhand

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Date: 8/1/2013

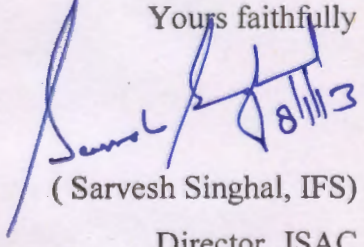
To,

Shri Mahendra Rajwar,  
Administrative Assistant, JSAC

1. You are directed to immediately prepare the Service Book of all the core employees of JSAC.
2. Issue order for extension of services of the following core staff as per the 12<sup>th</sup> Executive Committee meeting decisions.
  - i. Shri Najmul Hoda
  - ii. Shri Dilip Kumar Thakur
  - iii. Shri Prashant Kumar
3. Put up file for appointment of a Administrative Officer on deputation from Dept. of Personnel & Training, Govt. of Jharkhand.
4. Issue appointment letter for Shri Anil Kumar Kashyap on the post of Driver as approved by the 12<sup>th</sup> Executive Committee.

This may be treated as important and urgent.

Yours faithfully

  
( Sarvesh Singhal, IFS)

Director, JSAC

copy to - Shri Rajesh Rawani for uploading  
on the website.