

No. 3-3/2016-NCMEI  
Government of India  
National Commission for Minority Educational Institutions

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Gate No.4, 1<sup>st</sup> Floor, Jeevan Tara Building,  
Parliament Street, New Delhi-110001.  
Dated the 18<sup>th</sup> July, 2017

**OFFICE ORDER**

Under the provisions of the RTI Act 2005, Mrs. Saroj Punhani (IA&AS:1984), Secretary, National Commission for Minority Educational Institutions (NCMEI) is hereby designated as First Appellate Authority (FAA).

Any person who, does not receive a decision/information within the stipulated time or is aggrieved by a decision of the Public Information Officer of this Commission, may within thirty days from the expiry of such period or from the receipt of such a decision/information prefer an appeal to Mrs. Saroj Punhani, Secretary at above mentioned address.

*Jayprakash*  
(Jayprakash)  
Under Secretary 18/7/17  
Ph. 23367758

Copy to:

1. Mrs. Saroj Punhani, Secretary & First Appellate Authority, NCMEI.
2. PS to Member (BSM/NA)
3. Shri Sandeep Jain, DS&PIO, NCMEI
4. Shri K.P.J.Gerald, Under Secretary, Minority Cell, Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi.
5. RTI Cell, MHRD, New Delhi.
6. Notice Board/Website of NCMEI/Guard File.