

Complete Bio-Data				
<b>1. Personal Details</b>				
Name	LALIT KUMAR SAMANTARAY			
Present Designation	ADMINISTRATIVE OFFICER			
Date of Birth	02.07.1967			
Sex	Male			
Category	OBC			
Marital Status	Married			
Mother Tongue	Oriya			
Indian Language Known	Oriya, English & Hindi			
Foreign Language Known	No.			
Retirement Reason	NA			
<b>II. Details of Educational Qualifications.</b>				
Sl. No	Qualification/Institute/University/Place.	Subjects	Division	
1.	M.A. from Utkal University, Orissa	Public Administration	Second	
2.	Diploma in Computer in Office Management from IGNOU, New Delhi	Office Management & Ms-Office	'B' Grade	
3.	PGDHRM from IGNOU, New Delhi	Human Resource Management	'B' Grade	
4.	PARANGAT in Hindi from MHA	Hindi Noting and Drafting	1st	
<b>III. Details of Professional Exeperience</b>				
Sl. No	Designation	Department/ Organisation/ Place	Period From To	
1.	JAT (F&A)	IGNOU, New Delhi-68	08.01.93 to 11.09.2000	
2.	Assistant (F&A)	IGNOU, New Delhi-68	12.09.00 to 31.05.2003	
3.	Assistant (Admn.)	IGNOU, New Delhi-68	01.06.03 to 01.12.2009	
4.	Executive Assistant(Admn.)	IGNOU, New Delhi-68	02.12.09 to 08.03.2018	
5.	Administrative Officer	NWDA, New Delhi-17	09.03.2018 to till date	
<b>IV. Details of Training / Workshop /Conference Attended</b>				
Sl. No	Name of Training/Workshop/Conference	Organised by	City	Duration From To
1.	Basic of Information Technology & Microsoft Office.	CMC Academy	New Delhi	22.09.09 to 01.10.09
2.	Workshop of Information Technology And office Management	IGNOU	New Delhi	27.08.07 to 01.09.07 & 18.08.08 to 21.08.08
<b>V. Details of Awards/ Publications</b>				
Sl. No.	Name of Award / Publication			
1.	NIL			
<b>VI. Details of Professional Membership</b>				
Sl. N.	Name of Professional Body	Membership No.	(Life/ Annual)	
1.				