## OFFICE OF THE SECRETATY-CUM-COMMISSIONER (DEV)

## **DEVELOPMENT DEPARTMENT GOVT. OF NCT OF DELHI**

5/9, UNDER HILL ROAD, DELHI-110054: PH 23918817, 23955227

No.F.48/39/Dev.(HQ)/2010-13/Pt.file/

Dated:

## **OFFICE ORDER**

In supersession of previous orders in this office. The allocation of work of the staff posted in Establishment Branch attached with Admn. Officer, Dev. (HQ) are as under-

Name of Official	Designation	Work allocation	Link Official
Smt. Pratima	HC/GrII	Vigilance Cases, ACRs/ APARs, Property Return and	No. 4
Sharma	(DASS)	Coordination in Estt. Branch	
Sh. B.S.Meena	UDC/GrIII (DASS)	Group C Cadre, Steno, Statistical Asstt. and D.R.	No. 3
Sh. Dalip	UDC/GrIII	Group-A,B and D Cadre & Group A,B,C and D Ex-	No. 2
Kumar Tanwar	(DASS)	Cadre of Joint Director (Agri.), Court Case and MPR	
Sh. R. Babu	Statistical	Group-A,B,C and D Ex-Cadre of Fishries & Animal	No. 1
	Asstt.	Husbandry unit, Drivers and Audit para	
Smt. Deepa	LDC/GrIV	Contractual Employee, Training and Misc. work	No. 6
1	` ,		
Sh. Naresh		RTI, Election work, VIP reference, PGC, Swachh Bharat	No. 5
Kumar	(Agri.)	Mission, Parliament/Assembly Question and Medical	
		Card	
Smt. Sunita	LDC/GrIV	R & I	No.9
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Sh.Karan		R & I	No. 8
Singh Chauhan	(DASS)		
Sh. Satya Pal	Extn. Asstt.	Caretaking and deployment MTS staff	
Singh Tomar	(Agri.)		
Sh.Dharmendar	LDC/GrIV	Weekly Report, Weeding out of Old record including	No.
Dagar	(DASS)	listing of the same, all Typing work & any other work	8&9
		assigned by seniors	
	Smt. Pratima Sharma Sh. B.S.Meena Sh. Dalip Kumar Tanwar Sh. R. Babu Smt. Deepa Sh. Naresh Kumar Smt. Sunita Sh.Karan Singh Chauhan Sh. Satya Pal Singh Tomar Sh.Dharmendar	Smt. Pratima Sharma Sh. B.S.Meena Sh. B.S.Meena Sh. Dalip Kumar Tanwar Sh. R. Babu Statistical Asstt.  Smt. Deepa LDC/GrIV (DASS) Sh. Naresh Kumar LDC/GrIV (DASS) Sh. Naresh Kumar Sh. Satya Pal Singh Tomar Sh. Dalip LDC/GrIV (DASS) LDC/GrIV	Smt. Pratima Sharma Sharma Sh. B.S.Meena Sh. B.S.Meena Sh. Dalip CDC/GrIII (DASS) Sh. Dalip CDASS Sh. R. Babu Statistical Asstt. Smt. Deepa  LDC/GrIV (DASS) Sh. Naresh Smt. Sunita  LDC/GrIV Singh Chauhan Sh. Satya Pal Singh Tomar Sh. Dagar  Smt. Deapa  LDC/GrIV (DASS) Sh. Dalip CDASS Sh. Satya Pal Singh Tomar Smt. Degar  CDASS Sh. Satya Pal CDASS Sh. Dalip CDASS Sh. Satya Pal CDASS Sh. Dharmendar Dagar  CDASS  Vigilance Cases, ACRs/ APARs, Property Return and Coordination in Estt. Branch Coordination Card DEx-Cadre & Group A,B,C and D Ex-Cadre of Fishries & Animal Husbandry unit, Drivers and Audit para Contractual Employee, Training and Misc. work Mission, Parliament/Assembly Question and Medical Card Card  R & I  Card  Card  Smt. Sunita  LDC/GrIV (DASS)  Caretaking and deployment MTS staff Singh Tomar  Sh.Dharmendar Dagar  Caretaking and deployment MTS staff UDC/GrIV (DASS)  Sh.Baran, St. Caretaking and deployment MTS staff Singh Tomar  Caretaking of the same, all Typing work & any other work

In addition to the above work /duties all the officials/dealing Assistants of the Admn. Branch are hereby direct to do the work which may be assign to them time to time by the under signed or other superior. In case of any official going on leave of any nature, the official must intimate it to the link official as well as to the undersigned. This is to avoid the pendency of work in regard of that seat. The bunch of key should also be available to their link official/branch in charge.

All Dealing Assistants shall maintain Assistant Diary and punctuality as per office manual and submit weekly statement of dak/ PUC.

All officials can be assigned additional work depending upon exigency of the work & all officials shall be responsible for their files/records pertaining to their seat.

(Kunal Prabhakar) Admn. Officer (HQ) Dated:

## No.F.48/39/Dev.(HQ)/2010-13/Pt.file/

- 1. PA to Spl. Dev. Commissioner.
- 2. Official concerned

(Kunal Prabhakar) Admn. Officer (HQ)