

**OFFICE OF THE SECRETARY-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-

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

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:**

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

**(Kunal Prabhakar)**  
Admn. Officer (HQ)