

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

No. F. 7/84/GA/Estt./DC/08/VolIII/ 1048

Dated: 12-8-10

ORDER

Consequent upon the joining of **Sh. Dharmendra Sharma, Gr.III(DASS)/UDC** in this Department and further posted in the Care Taking Branch (HQ), **Sh. Dharmendra Sharma, Gr.III(DASS)/UDC** will work as Caretaker(HQ) and look after the matters as mentioned below:-

1. Purchase of Office Equipments, stationary/store items including computer stationary, furniture.
2. Miscellaneous matters pertains to Delhi Disaster Management Authority.
3. Maintainance of Office Building and correspondence with PWD and I&FC and other Civic agencies, timely submissions of Telephone, Electricity and Water bills regularly.
4. Reply of Parliament/Vidhan Sabha Questions, PAO queries on various issues of bills.
5. OTA for Class IV & Staff Car Drivers, matters for deployment of vechicle fro Pulse Polio, various UPSC and other examinations and on emergency duties at Delhi Sectt.
6. Repairing of furniture and office equipments and maintainance of official vehicles.
7. Arrangements of various official meetings to be held at HQ or anywhere else.

Sh. Jugraj, Gr.III(DASS)/UDC will look after the following matters as mentioned below:-

1. Making arrangements for Kailash Mansarovar Yatra including Tendering, work orders and all related misc. matters.
2. Making arrangements for Urs Transit Camps including Tendering, work orders and all related misc. matters.
3. Making arrangements for Kanwar Camps in all over Delhi including Tendering, work orders, and related misc. matters.
4. Making arrangements for Chhat Puja, Night Shelters and Flood and Fire including Tendering work orders and all related misc. matters.
5. Arrangements of various matters relating to Haj.
6. Reply of RTI matters.

This issues with the prior approval of the Principal Secretary (Revenue)/Divisional Commissioner, Delhi.


(RAJIV KUMAR)
SUB DIVISIONAL MAGISTRATE-I(HQ)