

OFFICE OF THE PR. SECRETARY-CUM-COMMISSIONER (DEV.)  
GOVERNMENT OF DELHI  
5/9, UNDER HILL ROAD: DELHI-110054

Dev. Commissioner  
Dev. H.Q. (Personal Br.)  
By No. 2026  
Date 18/10/11

No. 2747-2752

Date: 18.10.11

ORDER

Allocation of work of the staff posted in Establishment Branch at Dev. HQ is as under:-

| Sl. No. | Name of the official      | Designation    | Work Allotted  | Contact No./ Mobile No. | Remarks                  |
|---------|---------------------------|----------------|--|-------------------------|--------------------------|
| 1.      | Smt. Bimla Bhatt          | Gr. II (DASS)  | Group A, B & C (Cadre)   | 9582200752              | Link Official Sr. No. 2  |
| 2.      | Sh. Pratima Sharma        | Gr. II(DASS)   | Vigilance Cases & ACRs   | 9811421641              | Link official Sr. No. 1  |
| 3.      | Sh. S. Anand              | Gr. III (DASS) | Group A & B (Ex-cadre) and VLI matters                               | 9899024066              | Link-official Sr. No. 4  |
| 4.      | Sh. Naipal Singh          | E.O. (Ag.)     | Court Cases, compilation of reports/informations-for weekly meeting. | 9810572139              | Link official Sr. No. 3  |
| 5.      | Sh. Brajesh               | Gr. IV (DASS)  | Parliament/Assembly Questions, Gr. D matters/miscellaneous Matters   | 9971206820              | Link Official Sr. No. 6  |
| 6.      | Smt. Rashmi Sharma        | Gr. III (DASS) | Gr. C (Ex-cadre) and typing work of Sh. Naipal Singh                 | 9212113649              | Link Official Sr. No. 5  |
| 7.      | Ms. Deepa                 | Gr. IV (DASS)  | VIP references, PGC matters & Training, Typing work                  | 9711130382              | Link Official Sr. No. 08 |
| 8.      | Sh. Manoj Gupta           | S.A.           | R.T.I. matters   | 9811653323              | Link Official Sr. No. 07 |
| 9.      | Sh. Sardar Yadav          | Gr. IV (DASSS) | Diary & Despatch   | 9990926986              | Link Official Sr. No. 10 |
| 10.     | Sh. Man Mohan             | Gr. III (DASS) | Diary & Despatch   | -                       | Link Official Sr. No. 9  |
| 11.     | Sh. Satya Pal Singh Tomar | GLW            | Care Taker   | 9958315362              | -                        |
| 12.     | Sh. Davender Singh Yadav  | Gr. IV (DASS)  | Work related to Planning Branch and typing work of care-taker        | 9953453544              | -                        |
| 13.     | Sh. Ashok Kumar           | Gr. III (DASS) | To assist Dealing Assistant Ex-cadre (Gr. C)                         | 9868839350              | -                        |

In addition to the above duties all the officials/Dealing Asstt. of Admn. Branch are hereby directed to do the work, which may be assigned to them from time to time by the undersigned 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 to his/her seat. The bunch of keys should also be available to their link official and /or branch In-charge.

All Dealing Assistants shall maintain Assistant Diary as per Office Manual and will submit fortnightly return of dak.

All officials can be assigned additional work depending upon exigency of work.

(MUKESH C. SHARMA)  
SUPDT. (HQ.)

Copy for warded to the:-

- (1) Admn. Officer (HQ.)
- (2) Dy. Director (Plg.)
- (3) Sr. A.O. (Accounts)
- (4) PS to DC.
- (5) P.A. to Addl. Commissioner (Dev.)
- (6) Official concerned for strict compliance
- (7) Guard file.

Delhi  
(MUKESH C. SHARMA)  
SUPDT. (HQ.)

Please get the  
needful done  
as desired by Dev. comm.  
18/10/11  
PA to DC.

PA (Plg.)

A.P.S. 19/10

PA  
D. Upload on  
the Dept's  
website.  
Copy in  
19/10