

Delhi Khadi & Village Industries Board
(Govt. of NCT of Delhi)
DFC Building, Plot No. 37-38, D-Block, Institutional Area, Janak Puri,
New Delhi-58.

F.3(12)/DKVIB/Admn./11-12/ 3588

Dated : 4/9/12

OFFICE ORDER

In supersession of earlier orders, the following redistribution of work has been made with immediate effect :-

1. **Sh. Om Parkash, Dev. Officer**

(i) Recovery (ii) PMEGP and RGSRY (Central & New Delhi Distt.) in addition to his present duties i.e. Court cases & Hindi Officer.

2. **Sh. Surinder Kumar, Dev. Officer**

(i) Administration (ii) Caretaking (iii) PMEGP & RGSRY (East, West and North-East Distt.).

3. **Sh. Manvir Singh, Dev. Officer**

(i) Marketing (ii) PMEGP & RGSRY (North, South, South-West & North-West Distt.).

4. **Smt. Kanchan Bhatt, Asstt. Computer Programmer**

(i) All issues relating to Information Technology (ii) Preparation of software (iii) Submission of online reports to various Govt. departments etc.

5. **Sh. Ramesh Kumar, PS to MD**

He will take dictation from Managing Director, Dy. Director (Admn.) and Dy. Director (Prog. & Marketing) in addition to his present duties

6. **Sh. Pradeep Singh, Asstt. Dev. Officer**

He will assist Sh. Surinder Kumar, Dev. Officer w.r.t. PMEGP & RGSRY schemes.

7. **Sh. Inder Singh, Asstt. Dev. Officer**

He will assist Sh. Manvir Singh, Dev. Officer w.r.t. PMEGP & RGSRY schemes.

8. **Sh. Sunil Kumar Premi, Supervisor**

He will assist Sh. Om Parkash, Dev. Officer w.r.t. PMEGP & RGSRY schemes and Recovery.

All the Dev. Officers will submit their files w.r.t. loan schemes i.e. PMEGP & RGSRY directly to the Dy. Director.

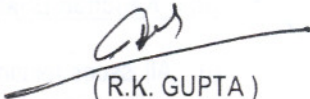


PTO

In addition to above, the following transfers/postings are made with immediate effect :-

| S.No. | Name & designation of official | Present Posting | New posting |
|-------|--------------------------------|--------------------|-------------------------------------------------------------------------------|
| 1. | Smt. Renu Bala, UDC | Accounts Branch | Admn. Branch vice Sh. Raj Singh, UDC |
| 2. | Sh. Raj Singh, UDC | Admn. Branch | Accounts Branch vice Smt. Renu Bala, UDC |
| 3. | Sh. Sujeet Kumar, UDC | Marketing Branch | Caretaking & Store |
| 4. | Sh. Surender Dewan, UDC | Accounts Branch | Marketing & finalization of accounts of the Board and tax related work. |
| 5. | Smt. Sunita, LDC | Typing of PMEGP | Admn. Branch relieving Smt. Meenu, UDC of the charge of Personal files. |
| 6. | Sh. Ashok Kumar, LDC | Caretaking & Store | PMEGP Typing and any other work assigned by D.D.(A). |

This issues with the prior approval of the Managing Director.


(R.K. GUPTA)
DY. DIRECTOR

Copy to :

1. PA to Chairman for kind information of the Chairman.
2. PA to MD for kind information of the M.D.
3. Dy. Director (Prog. & Marketing).
4. Asstt. Director/A.A.O.
5. A.C.P. with the direction to upload the order on the website.
6. All concerned officers/officials.
7. Guard file.