

OFFICE OF THE PR. SECRETARY-CUM-COMMISSIONER (DEV.) GOVERNMENT OF NCT OF DELHI

5/9, UNDER HILL ROAD: DELHI-110054

No.

Date:-

ORDER

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

Sl. No.	Name of the official	Designation	Work Alloted	Contact No./ Mobile No.	Remarks if any
1.	Smt. Indira Bhatia	Gra.II(DASS)	Group A Cadre Group A & B Excadre VIP Ref & PGC		Link Official Sr. No. 02
2.	Smt. Bimla Bhatt	Gr. II (DASS)	Group B & C (Cadre) Steno & Stati. Asstt.	9911610472	Link Official Sr. No. 01
3.	Smt. Pratima Sharma	Gr. II (DASS)	Vigilance Cases & ACRs	9811421641	Link Official Sr. No. 04
4.	Smt. Rashmi Sharma	Gr. III (DASS)	Gr. C (Ex-Cadre), Drivers & Group D posts	9212113649	Link Official Sr. No. 03
5.	Ms. Deepa	Gr. IV (DASS)	R.T.I. matters, Training & Typing work..	9711130382	Link Official Sr. No. 06
6.	Sh. Brajesh	Gr. IV (DASS)	Parliament/Assembly Questions, All Miscellaneous work.	9971206820	Link Official Sr. No. 05
7.	Shj. Man Mohan	Gr. III (DASS)	Diary & Despatch	9811653323	Link Official Sr. No. 08
8.	Sh. Karan Singh	Gr. IV (DASS)	Diary & Despatch	9990926986	Link Official Sr. No. 07
9.	Sh. Satypal Singh Tomar	GLW	Caretaker	9958315362	-----
10.	Sh. Davender Singh Yadav	Gr. IV(DASS)/LDC	Planning Branch. Work & Typing work of caretaker	9953453544	-----
11.	Sh. Naipal Singh	EO(Ag).	Court Cases	9810572139	

538/DASS
10/01/12

In addition to the above duties all the Officials/Dealing Asstt. of Admn.. branch are hereby directed to do the work, which may assign to them 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 lik official as well as to the undersigned. This is to avoid the pendency of work in regard of that 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 the work.

FL48(39)/DevHQ/10/6108

dt 10/1/2012

B.L.BAIRWA
SUPDT. (HQ)

Copy forwarded to the:-

1. PS to Development Commissioner.
2. PA to Addl. Commissioner (Dev.)
3. Dy. Director (Plg.)
4. Admn. Officer (HQ.)
5. Guard file
6. Official concerned.

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(B.L.BAIRWA)
SUPDT. (HQ)