

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-I at Dev. HQ is as under:-

Sl. No.	Name of the official	Designation	Work Allotted	Contact No./ Mobile No.	Remarks if any
1.	Sh. Anand	Gr. III (DASS)	All cases of recruitment rules, Seniority, post based reservations roster, promotion ACP & MACP & Recruitment in r/o all ex-cadre staff related to AH unit of Development Department.	9899024066	Link Official Sr. No. 02
2.	Sh. Naipal Singh	E.O (Ag)	All cases of recruitment rules, Seniority, post based reservations roster, promotion ACP & MACP & Recruitment in r/o all ex-cadre staff related to Agriculture unit of Development Department.	9810572139	Link Official Sr. No. 01
3.	Sh. Mittal	Gr-III (DASS)	Will assist both of them.		

537/D.D.(Pg.)
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 link 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.

F48(39)/DevHQ/10/6098

dt 10/1/2012

Dharmesh Kr. Jha.
SUPDT-I (HQ)

Copy forwarded to:-

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.

Dharmesh Kr. Jha.
SUPDT-I (HQ)

A.R.S.

10/1/11