

24/11  
263/C

**DEPARTMENT OF FOOD SAFETY  
GOVERNMENT OF N.C.T. OF DELHI  
(ADMN BRANCH)**

No. F 9(54)/08/PFA/Admn./Misc./ 4027-30

Dated: 17-8-12

**WORK DISTRIBUTION ORDER**

In super session of all previous orders, the allocation of work among the staff working in Administration Branch assigned as under : -

Sl. No.	Name of the Officials	Work Assigned	Link Officials
1.	Sh. Bhushan Sharma, Head Clerk	, RTI, Vidhan Sabha & Parliament Question, Election, All Pension cases and Compassionate Appointment, Punctuality drives.	Sh. M.S. Narula, HC
2.	Sh. M.S. Narula, Head Clerk	Vigilance.. Framing of Recruitment rules & Amendment in RRs, Audit, Advice of ACP/MACP Extension of Temp. posts & All Misc works assigned by the HOD/HOO/ Sr. Citizen cards	Sh. N.K. Garg, UDC
3.	Sh. C.S. Rawat, UDC	to assist Sh. M.S. Narula, HC	
4.	Sh. N.K. Garg, UDC.	All Service/establishment matters, pertaining to Food Inspectors, Field Assistants, Medical Card, , VIP Duty,	Ms. Jessy Jacob, UDC
5.	Ms. Jessy Jacob, UDC	All Service & Establishment matters, pension pertaining to Gazetted Officers , Chemist, Filling up vacant posts, New Recruitment	Ms. Manjusa Arora, UDC
6.	Ms. Manjusa Arora, UDC	All Service/establishment matters pertaining to Process Servers, Stone LDC, UDC, HC, D.E.O. Drivers, DR & Group D	
7.	Sh. Vasudev Sharma, UDC	To assist Ms. Manjusa Arora, UDC	
8.	i) Sh. Bishamber LDC ii) Sh. Yudhvir Singh, LDC iii) Sh. Tota Ram, Process Server.	Receipt and Dispatch Section	
9.	Smt. Sumitra Devi, LDC	Diary, Despatch of Admn.Br. & receiving of Dak.	Sh. C.S. Rawat, UDC

Further the aforesaid officials can be assigned any other work as and when required. All dealing Assistants shall maintain Asstt. Diary in the format prescribed and put up before the undersigned on every Monday alongwith weekly pendency statement for the perusal of senior officers.

Non compliance of instructions will be viewed seriously.

  
(JASWANT RAO)  
OFFICE SUPERINTENDENT

Copy to

1. D.D./HOO, Deptt. of Food Safety.
2. P.S. to Commissioner (Food safety)
3. All Dealing Asstt. Is directed to hand over /taken over the complete charge & also alongwith the pending PUCs .
4. Guard File.

  
(JASWANT RAO)  
OFFICE SUPERINTENDENT