

135/c

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

No. F 9(54)/08/PFA/Admn./Misc./ 1372-1375

Dated: 22/5/2012

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	All Service & Establishment matters, pension pertaining to Gazetted Officers, Chemist, Filling up vacant posts, New Recruitment, RTI, Vidhan Sabha & Parliament Question, Election	Sh. Vasudev Sharma
2.	Sh. M.S. Narula, Head Clerk & Sh. N.K. Garg. U.DC	Vigilance. Advice of Pension cases and Compassionate Appointment, Punctuality drives. 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
3.	Sh. C.S. Rawat, UDC	All Service/establishment matters, pension pertaining to Food Inspectors, Field Assistants, Medical Card, Dak of Estt. Branch, VIP Duty,	Sh. N.K. Garg
4.	Sh. Vasudev Sharma, UDC	All Service/establishment matters, pension pertaining to Process Servers, Steno LDC, UDC, HC, D.E.O. Drivers, DR & Group D	Sh. Bhushan Sharma
5.	Sh. Bishamber LDC	Receipt and Dispatch	Sh. Tota Ram, Process Server.

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. A.O. ,Deptt. of Food Safety.
2. P.S. to Commissioner (Food safety)
3. All Dealing Asstt.
4. Guard File.