

**OFFICE OF SECRETARY & COMMISSIONER(DEV.)
GOVT. OF NCT OF DELHI**

5/9, UNDER HILL ROAD, DELHI - 110054
Ph.: 23955227; Fax : 23955227; e-mail : cdevelop@nic.in

F.(38)/121/Dev. HQ./Vig./2002/

Dated:

ORDER

It has been decided by the Competent Authority that following officers of Development Department has been nominated as Nodal Officer for checking of punctuality of staff as per details given below:-

S.No.	Name of Officer	Designation	Name of office/Unit
1.	Sh.R.C.Antil	Dy.Dir.(Admn)/PDRD	Development (HQ.)
2.	Sh.G.S.Rawat	Dy.Dir.(Plg.)	Animal Husbandry Unit with its affiliated offices.
3.	Sh. Y.P.Kaushik	Sr.Accounts Officer(HQ)	Agriculture Unit with its affiliated offices.
4.	Sh. Kunal Prabhakar	Admn. Officer (HQ)	Rural Development & Fisheries Unit

The respective Nodal Officer will furnish the weekly punctuality report to this office so as to reach this office on first day of every week for preceding week. In addition to above, a team of officers of Development (HQ) under the supervision of Dy.Director(HQ) may also carry out Surprise Punctuality drive from time to time.

(M.K.GUPTA)
Dy.DIRECTOR (HQ)

Dated: 27/10/15

F.(38)/121/Dev. HQ./Vig./2002/2709

Copy to:

1. Officer concerned.
2. All Unit Heads under Development Department.
3. PS to Secretary & Commissioner (Dev.)
4. PA to Spl. Dev. Comm.
5. All Branches, Dev.(HQ)
6. Guard file

(M.K.GUPTA)
Dy.DIRECTOR (HQ)