

Government of National Capital Territory of Delhi
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
 Institutional Area Vishwas Nagar, Behind Karkardooma Courts
 Shahdara: Delhi-110032
 Ph. 22308553; Fax 22308550, E-mail dutcs@nic.in

No.F.1/4/30/2013/UTCS/Admn./Part-II/

Dated: 27-12-16

OFFICE ORDER 247

In supersession of all officeP- orders of even number, the work distribution among the Assistant Directors is as follows:

Sl. No.	Name of the Officer	Work assigned	Other Work Assigned	Link Officer
1.	Sh. Rajender Kumar Asstt. Director	<ul style="list-style-type: none"> • Training VI <ul style="list-style-type: none"> ○ Good Governance. 	<ul style="list-style-type: none"> • Head of Office 	Sh. Bijai Kardam
2.	Sh. B.K. Puri Asstt. Director	<ul style="list-style-type: none"> • Training V <ul style="list-style-type: none"> ○ General Awareness. 	<ul style="list-style-type: none"> • Accounts Branch • Library 	Ms Catherine Mathai
3.	Sh. Bijay Kardam Asstt. Director	<ul style="list-style-type: none"> • Training IV <ul style="list-style-type: none"> ○ Personality Development 	<ul style="list-style-type: none"> • Caretaking/Estate 	Sh. Babu Lal
4.	Ms. Catherine Mathai Asstt. Director	<ul style="list-style-type: none"> • Training III <ul style="list-style-type: none"> ○ Foundation Training of DANICS IAS. ○ Mid-Career trainings of DANICS Probationers 	<ul style="list-style-type: none"> • Preparation of Training Calendar • Administration work of DANICS Probationers • E-office Nodal Officer 	Sh. B.K. Puri
5.	Sh. R.S. Ruhil Asstt. Director	<ul style="list-style-type: none"> • Training II <ul style="list-style-type: none"> ○ Managerial Comptence 	<ul style="list-style-type: none"> • Coordination • Nodal Officer for Policy • MLA Grievances System • Grievances Redressal Officer • Work of updation of website 	Ms Catherine Mathai
6.	Sh. Babu Lal Asstt. Director	<ul style="list-style-type: none"> • Training I <ul style="list-style-type: none"> ○ Foundation Training of Grade IV (DASS). 	<ul style="list-style-type: none"> • Administration Branch 	Sh. Rajender Kumar
7.	Sh. Ravindra Singh Asstt. Director	<ul style="list-style-type: none"> • Training I <ul style="list-style-type: none"> ○ Functional Efficiency 	---	Sh. Babu Lal

This issues with the approval of the Competent Authority.

(BABU LAL)
 ASSISTANT DIRECTOR (ADMN.)

No.F.1/4/30/2013/UTCS/Admn./Part-II/ 24185-199

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Copy forwarded to :

1. All Assistant Directors(Trg.).
2. Asstt. Director (Trg.-II) with the request to update on the official website of the Directorate.
3. OSD to Chief Secretary/Incharge Principal Secretary (Trg.), Delhi Sectt. New Delhi.
4. P.A. to Director (Trg.)
5. AO/AAO/EO.
6. E-office Nodal Officer, Directorate of Training (UTCS).
7. Guard File.

(BABU LAL)
 ASSISTANT DIRECTOR (ADMN.)