

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 ADMINISTRATIVE REFORMS DEPARTMENT
 7TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI

15/05/2017/AR/11052-63

Dated: 27/12/17

ORDER

The following Officers/Officials of this department are deputed to carry out O&M inspection on the dates & Departments as mentioned against their names:

S.No.	Name of the Officer / Official with Designation	Department/Office to be inspected	Date of Inspection
1.	Addl. Director (AR)/ Secretary, PGMS	PGMS Call Centre.	03.01.2018
2.	Sh. Shahid Khan, A.D. & Sh. Nafees Ahmed, RA	Office of the Labour Comm., Govt. of NCT of Delhi, 5, Sham Nath Marg, Delhi, 110054.	04.01.2018
3.	Ms. Anita Stephen, AD & Sh. Vijay Bhaskar Misra, RA	Deptt. of Forest & Wildlife, Govt. of NCT of Delhi, Vikas Bhawan, A-Block, 2 nd Floor, I.P.Estate, New Delhi-100002.	11.01.2018
4.	Sh. Subhash Chander, AD & Sh. Kumar Satyendra, R.A.	The Secretary- Cum- Commissioner, Transport Department, 5/9, Under Hill Road, Delhi -110054.	16.01.2018
5.	Sh. Naresh Kumar, AD & Sh. Abhay Kant Jha, R.A.	Directorate of Employment, Govt. of NCT of Delhi, IARI Complex, Pusa, New Delhi-100012.	17.01.2018
6.	Ms. Anita Stephen, AD & Sh. Vijay Bhaskar Misra, RA	Prohibition Department, Department of Women and Child Development, 1, Canning Lane, Near Bharatiya Vidya Bhawan bus stop, Kasturba Gandhi Marg, New Delhi-110001.	18.01.2018
7.	Sh. Naresh Kumar, AD & Sh. Abhay Kant Jha, R.A.	Office of the Chief Engineer, Irrigation & Flood Control Deptt, L.M. Bundh Office Complex, Shastri Nagar, Geeta Colony, Delhi-110031.	23.01.2018
8.	Addl. Director (AR)/ Secretary, PGMS	PGMS Call Centre.	24.01.2018
9.	Sh. Shahid Khan, A.D. & Sh. Nafees Ahmed, RA	The Secretary-cum- Commissioner, Development Department, Govt. of NCT of Delhi, 5/9, Under Hill Road, Delhi -110054.	25.01.2018
10.	Sh. Subhash Chander, AD & Sh. Mukesh Kumar Verma, R.A.	The Divisional Comm.(HQ), Revenue Department, Govt. of NCT of Delhi, 5, Sham Nath Marg, Delhi-110054.	30.01.2018

The concerned Departments / offices working under the administration of Govt. of NCT of Delhi are requested to make prior arrangements and facilitate the provisioning of information sought by the officers/official deputed for conducting the O&M inspection on the dates mentioned above.

(K.C.SURENDER)
 ADDL.DIRECTOR (AR)
 Ph.: 23392620


P.T.O

No.F.14/05/2017/AR/11052-63

Dated: 27/12/17

Copy forwarded for information to:-

1. Office of the Labour Comm., Govt. of NCT of Delhi, 5, Sham Nath Marg, Delhi-110054.
2. Dept. of Forest & Wildlife, Govt. of NCT of Delhi, Vikas Bhawan, A-Block, 2nd Floor, I.P.Estate, New Delhi-100002.
3. The Secretary- Cum- Commissioner, Transport Department, 5/9, Under Hill Road, Delhi -110054.
4. Directorate of Employment, Govt. of NCT of Delhi, IARI Complex, Pusa, New Delhi-100012.
5. Prohibition Department, Department of Women and Child Development, Canning Lane, Near Bharatiya Vidya Bhawan bus stop, Kasturba Gandhi Marg, New Delhi-110001.
6. Office of the Chief Engineer, Irrigation & Flood Control Deptt, L.M. Gandhi Office Complex, Shastri Nagar, Geeta Colony, Delhi-110031.
7. The Secretary-cum- Commissioner, Development Department, Govt. of NCT of Delhi, 5/9, Under Hill Road, Delhi -110054.
8. The Divisional Commissioner (HQ), Revenue Department, 5 Sham Nath Marg, Delhi-110054.
9. Officers/Officials concerned with the **direction to conduct the inspection and submit the report.**
10. Section Officer (AR) for information.
11. Statistical Office (AR) for information.
12. Guard file.


(K.C.SURENDER)
ADDL.DIRECTOR (AR)
PH.23392620

AGENDA

1. Maintenance of files pertaining to Admn./Accounts/Purchase/ Caretaking and other branches of the department.
2. Maintenance of Service Books / Service Records.
3. Maintenance of various registers as per MOP.
4. Winding out of old records.
5. Availability of Store & Condemnation of Old/Unserviceable article.
6. List of pendencies in the concerned branches (in respect of each dealing assistant).
7. Display of signages, boards in the department including the boards for showing the display "This Officer is available to meet Public, without appointment on all working days between 10:00 A.M. to 11:A.M". If he/she is not present, please call up at 011-23392726, 23392620 to complain.
8. Work allocation orders in respect of officers/officials.
9. Citizen Charter
10. Updating of Website
11. Analysis of Biometric attendance.
12. Shortening of forms.