

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**GOVT. OF NCT OF DELHI**  
**1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG, NEW DELHI-110001**  
**(ADMINISTRATION BRANCH)**

F.No.9(9)/Admn/WCD/2017/ 4069-77

Dated : 27/04/2018

**ORDER**

**Sub: Deployment of officials for Chief Secretary's Control Room Duty.**

In compliance to the Order No. F.IB/5371/13/GAD/Admn./Pt.File/1116-1148 dated 18.04.2018, received from General Administration Department (GAD), GNCTD, the following officials of the Deptt. of Women & Child Development, GNCTD are hereby deputed for **Chief Secretary's Control Room Duty**, as per the schedule below :-

S. No.	Name of the Official, Designation & Contact No.	Date of Birth	Period of Duty	Remarks
1.	Sh. Shiv Kumar Junior Assistant/Gr-IV(DASS) Contact No. - 8743998686	23.03.1985	05.05.2018 to 06.05.2018 (09:30 AM to 06:00 PM)	Deputed in place of Sh. Abhishek Kumar, Junior Assistant/Gr-IV(DASS) being on station leave
2.	Sh. Amit Junior Assistant/Gr-IV(DASS) Contact No. - 9873047149	23.03.1992	12.05.2018 to 13.05.2018 (09:30 AM to 06:00 PM)	N.A.

The above mentioned officials are hereby directed to go through the instructions contained in the Order No. F.IB/5371/13/GAD/Admn./Pt.File/1116-1148 dated 18.04.2018, copy of which is enclosed herewith. Further, the above mentioned officials are hereby directed to report to "Dy. Secretary (GAD), General Administration Department, Receipt & Issue Branch, Level-2, A-Wing, Delhi Secretariat, New Delhi-110002" as per the schedule mentioned above.


As per the instructions of GAD - "The above mentioned officials shall be granted compensatory leave in lieu of performing the above said duty in the Chief Secretary's Control Room only for holidays as observed by the Departments concerned".

Non-compliance of the order will be viewed seriously. This issues with the prior approval of the competent authority.

Encl : As above (03-Pages).

F.No.9(9)/Admn/WCD/2017/ 4069-77

Dated :

  
(S.K. Srivastava)  
Dy. Director (Admn)  
27 APR 2018

Copy to :-

1. OSD to Chief Secretary, Govt. of NCT Of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. Dy. Secretary (GAD), General Administration Department, Govt. of NCT of Delhi, Receipt & Issue Branch, Level-2, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
3. Section Officer (R&I), General Administration Department, Govt. of NCT of Delhi, Receipt & Issue Branch, Level-2, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
4. PA to Director, WCD.
5. PA to Spl. Director (Admn), WCD.
6. Supdt. (R&I Branch), DWCD, GNCTD, K.G. Marg, New Delhi-110001, for information of Sh. Shiv Kumar, Junior Assistant/Gr-IV(DASS).
7. CDPO/DDO/HOO, ICDS-Nangli, DWCD, GNCTD, for information of Sh. Amit, Junior Assistant/Gr-IV(DASS).
8. Sh. Abhishek Kumar, Junior Assistant/Gr-IV(DASS), for information.
9. Concerned Officials.
10. Asstt. Programmer, WCD for uploading on website of the Deptt.

  
(S.K. Srivastava)  
Dy. Director (Admn)

Office of the Secretary (SW/W&CD)  
 Deptt. of Social Welfare  
 Govt. of NCT of Delhi  
 20 APR 2018  
 Dy. No. 7631  
 No. F. IB/5371/13/GAD/Admn./Pt.file/

28/6  
 24/4/18

Asst Secy/Sw

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GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 GENERAL ADMINISTRATION DEPARTMENT  
 RECEIPT & ISSUE BRANCH: LEVEL-2: A-WING  
 DELHI SECRETARIAT: NEW DELHI

1116-1148

Dated:- 18/4/18

318/ODDIA)  
 25/4/18  
 25/04/18

ORDER

The following officials are directed to attend the Chief Secretary Control room Duty for the month of May, 2018 as per schedule given below:  
 Saturday/Sunday & Holiday (Day Shift; 9.30 AM to 6.00 PM)

On leave  
 P.D. (Admn.)  
 2614

S.N	Name & Designation	Department	Contact No. of concerned Nodal officer	Period
1	Sh Sukhbir Singh, Senior Asstt. (DOB-10/06/63)	Education	9654428670	05/05/18 & 06/05/18
	Sh. Abhishek Kumar Junio Asstt. (DOB-26/06/93)	W&CD		-do-
3	Peon / Multi Tasking Staff (MTS)- To be deputed by IND Department	IND		-do-
4	Sh. Som Pal. Senior Asstt. (DOB-03/01/64)	Education	9654428670	12/05/18 & 13/05/18
5	Sh. Amit, Junior Asstt. (DOB-23/03/92)	W&CD		-do-
6	Peon / Multi Tasking Staff (MTS)- To be deputed by TTE Department	TTE		-do-
7	Sh. Vimal Rai Senior Asstt. (DOB-14/04/69)	TPT		19/05/18 & 20/05/18
8	Sh. Avinash Jakhar Junior Asstt. (DOB-15/04/93)	Education	9654428670	-do-
9	Peon / Multi Tasking Staff (MTS)- To be deputed by F&S Department	F&S		-do-
10	Sh. Jagannath Prashad Gaur Senior Asstt (DOB-01/01/70)	TPT		26/05/18 & 27/05/18
11	Sh. Avinish Kumar Vimal, Junior Asstt (DOB-08/02/87)	Education	9654428670	-do-
12	Peon / Multi Tasking Staff (MTS)- To be deputed by I& FC Department	I&FC	27322927 / 27322472	-do-

Sh. Kapany (Mr. Manley)  
 Raney 26/04/18

## Night Shift 5.30 P.M to 9.30 AM (Next Day)


S.N	Name & Designation	Department	Contact No. of concerned Nodal officer	Period
1	Sh. Chander Sekhar, Senior Asstt. (DOB-01/05/75)	EXC		11/05/18 to 17/05/18
2	Sh. Balkishan Yadav, Junior Asstt. (DOB-13/04/86)	Education	9654428670	-do-
3	Peon / Multi Tasking Staff (MTS)- To be deputed by F&S Department	F&S		-do-
4	Sh. Mange Ram, Senior Asstt. (DOB-05/01/58)	EXC		18/05/18 to 24/05/18
5	Sh. Bharat Sharma Junior Asstt. (DOB-17/10/88)	Education	9654428670	-do-
6	Peon / Multi Tasking Staff (MTS)- To be deputed by T&T Department	T&T		-do-
7	Sh. Arjun Prasad Senior Asstt. (DOB-01/01/64)	Education		25/05/18 to 31/05/18
8	Sh. Chandan Kumar, Junior Asstt. (DOB-28/11/90)	Education		-do-
9	Peon / Multi Tasking Staff (MTS)- To be deputed by Education Department	Education	9654428670	-do-
10	Sh. Manoj Kumar Senior Asstt. (DOB-05/07/85)	Education		01/06/18 to 07/06/18
11	Sh. Amit Kumar Junior Asstt. (DOB-18/09/89)	TTE		-do-
12	Peon / Multi Tasking Staff (MTS)- To be deputed by I&FC Department	I&FC		-do-
13	Sh. Sanjeev Sareen Senior Asstt. (DOB-16/06/63)	Education		08/06/18 to 14/06/18
14	Sh. Amit Saini Junior Asstt. (DOB-17/02/88)	TTE		-do-
15	Peon / Multi Tasking Staff (MTS)- To be deputed by IND Department	IND		-do-

**Strict action will be taken for non-compliance of the aforesaid duty and no request for change or cancellation of the duty will be entertained. Further, if any of the aforesaid official is on leave/has been transferred from the Department / is not in the strength of the Department / cannot be spared because of some urgent work in the Department, then the Department concerned should assign the aforesaid duty to some other official of same rank under intimation to this office.**

The UDC will be In-charge of control room staff. In case anyone is late / does not attend / leave early, the In-charge / official present on the duty will inform to the Nodal Officer of the concerned Deptt. Whose telephone No., whenever available given in the order and also report to incharge/ SO. R&I/Dy. Secy, (GAD) on phone No. 011-23392265; Mobile No. 9654847484;

9999313506 on the next working day. The duty order should be issued earliest by 18.04.2018. The officer issuing the order should mention his mobile number in the order, without fail so that in case of any staff does not turn up for duty the Nodal officer may be contacted to provide the substitute. In case the Nodal Officer fail to do so i.e. mention his mobile No. / contact No. an action as deemed fit, will be recommended against him to the competent authority.

The above mentioned officials shall be granted compensatory leave in lieu of performing the above said duty in the Chief Secretary's Control Room only for holidays as observed by the Departments concerned.

  
(AMITABH KUNDOO)  
DY. SECRETARY (GAD)

No.F.18/5371/13/GAD/Admn./Pt. file/ 1116-1148

Dated:- 18/4/18

Copy forwarded to:-

1. All HODs Concerned
2. The OSD to Chief Secretary
3. P.S to Pr. Secretary (GAD)
4. P.A to Spl. Secretary (GAD)
5. ACP (Security)
6. Guard File