

Govt. of National Capital Territory of Delhi  
**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Viswas Nagar, Behind Karkardooma Courts,  
Shahdara, Delhi - 110 032

No. F.1/5/53/2019-UTCS (Admn.)/7482-89

Dated: 28-11-19

**OFFICE ORDER**

In pursuance of Services-III Department's Order No. 117 vide endorsement No. F.3(1)(1)/2018/S-III/2901-2906 dated 13.11.2019 and subsequent upon joining of **Ms. Laxmi Rawat, Gr. III Stenographer** in this Directorate on 15.11.2019 (F/N) she is hereby taken on strength as Gr. III Stenographer w.e.f. **15.11.2019 (F/N)** and posted in Care Taking Branch of this Directorate against the vacant post of Gr. III Stenographer.

She will be entitled for Special Training Allowance @ 12% of her basic pay.

This issues with prior approval of competent authority.

  
( JAGMOHAN TYAGI )  
ADMINISTRATIVE OFFICER

No. F.1/5/53/2019-UTCS (Admn.)/7482-89

Dated: 28-11-19

Copy forwarded for information and necessary action to:-

1. The Deputy Secretary (Services), Services Branch-II, B-Wing, 7<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi with reference to above referred order.
2. The AC (Admn.) (Head Quarter), Department of Food Supplies & Consumer Affairs, GNCTD, K-Block, Vikas Bhawan, I.P. Estate, New Delhi - 110 002 with the request to forward her up to-date Service Book and Personal File(s) to this Directorate at the earliest.
3. P.S. to Director (Trg.), Dte. Of Training.
4. Nodal Officer E-Office/EMD Manager, Directorate of Training.
5. PAO-XXIV, GNCTD, Viswas Nagar, Delhi.
6. AAO/DDO, Dte. Of Training.
7. Official concerned.
8. Office order / Guard file.

  
( JAGMOHAN TYAGI )  
ADMINISTRATIVE OFFICER

Sh. Tiwari  
07/12/2019