

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR): ADMINISTRATION BRANCH**  
**5 SHAM NATH MARG, DELHI-110054**

Email: labouradm@gmail.com

Ph. No. : 011-23963334

F.1/31/620/LC/Estt./2009

Date:

**ORDER**

Smt. Poonam Kalra, Section Officer is hereby declared as Drawing and Disbursing Officer (DDO) for Labour Department in addition to her duties w.e.f 28.01.2021.

Smt. Poonam Kalra, S.O will not be entitled to any extra remuneration for this work.

This issues with the prior approval of the Secretary-cum-Commissioner (Labour).

(USHA KAPOOR)

Section Officer (Admn.)

Date: 28/01/2021

F.1/31/620/LC/Estt./2009 | 413-425

Copy forwarded for information and necessary action to:-

1. PS to Secy-cum-Commissioner (Labour), Labour Department, GNCTD.
2. PPS to Special Labour Commissioner, Labour Department, GNCTD.
3. PA to Addl. Labour Commissioner (HQ), Labour Department, GNCTD.
4. All District Head/Branch In-charges of HQ, Labour Department, GNCTD
5. DCA/Sr. Accounts Officer, Labour Department, GNCTD
6. PAO-XI, GNCT of Delhi, old Sectt, Delhi-54.
7. Manager State Bank of India, Old Sectt. Branch, Delhi-54.
8. Smt. Poonam kalra, S.O .
9. Sh Babu Ram, SO with the direction to hand over the charge of DDO to Smt. Poonam kalra, S.O.
10. System Analyst with the request upload this order on the website of the Department.
11. Officers concerned
12. Guard file.

28/01/2021  
Section Officer (Admn.)