

GOVERNMENT OF NCT OF DELHI
OFFICE OF SECRETARY (COOP.) & REGISTRAR COOP. SOCIETIES
OLD COURTS BUILDING, PARLIAMENT STREET,
NEW DELHI-110001

No. F.S/5/81/Estt./Coop/Part file IV/733-740

Dated: 26/04/2021

ORDER

Due to deployment of officers at the level of ARs and DRs, it has become imperative to reorganise the work distribution amongst ARs/DRs, so that office functions smoothly especially Court Cases and Public Grievances get the utmost priority.

S.No.	Name of the officer	Present posting	Additional work allocated	Remarks
1.	Sh. M G Sathya, AR	Housing Section-1 (A,B), Admin, Vigilance, TC, CTB, RI	Housing Section-6 (P to R)	Till the regular ARs join back duty
2.	Sh. Joseph Baxela, AR	Housing Section-2 (C,D, E)	Housing Section-7 and Housing Section-8(ii) [X,Y,Z], IT & Office Automation, E-sla and Door Step Delivery of Services	Till the regular ARs join back duty.
3.	Sh. Surinder Narang, AR	Housing Section-5 (N,O), Audit	Housing Section-4, Recovery Branch including Banking and TC Recovery, Arbitration Branch	Till the regular ARs join back duty.
4.	Smt. Suman Kumari, AR	Housing Section-8(i) [T,U, V, W)	Banking Branch, Policy Branch	Till the regular ARs join back duty.
5.	Sh. Tanuj Bhanot, AR	--	Housing Section-3, Legal Branch, Monitoring of all Court Cases, E-Litigation	Till the regular ARs join back duty.
6.	Sh. Ashfaque Arfi, AR	PGMS, LG Listening Post, RTI, E-RTI, Coordination Branch, Nodal Officer PGC		

7.	Sh. Surinder Singh, AR	Coordination with Petition Committee/DLA in all matters		
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S.No. 1 & 2, 3 & 4, 5&6 and 6 & 7 shall be link officers for each other.

When DRs will be available in office, the Housing files will put up by the DRs and when they are not the files will be put up directly to Addl. RCS.

These orders shall be in force with immediate effect and shall continue unless modified again in view of any administrative exigencies.

This issues with the approval of Secretary-cum-RCS.

M. G. Sathya
26/4/2021
(M.G. Sathya)
Asst. Registrar (Admin)

To:-

1. All Asst. Registrars, O/o RCS

Copy for information:-

1. PS to Secretary-cum-RCS.
2. PA to Addl. RCS.
3. PA to Jt. RCS.
4. All DRs.
5. Accounts Officer.
6. AR (Computer Cell) to upload the order on the website of the Department.
7. Guard file.