

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF FOOD SAFETY, 8<sup>TH</sup> MAYUR BHAWAN**  
**CONNAUGHT PLACE, NEW DELHI-110001**

No: F.7(199)/2016/DoFS/Admin

Dated: -

**ORDER**

In continuation to this officer order dated 05.01.2022, the following staff is deployed for Control Room duty w.e.f. 10.01.2022 on the date mentioned against their name.

<b>S.No</b>	<b>Date</b>	<b>Name of official &amp; Designation</b>	<b>Name of Data Entry Operator</b>	<b>Name of Office Helper / Peon</b>
1.	10.01.2022	Shri Akshay, Jr. Assistant	Shri Vipin Kumar	Shri Shaquib Ansari
2	11.01.2022	Ms. Anju Tripathi, A.S.O	Shri Sachin Kumar	Shri Ravi Dutt
3	12.01.2022	Ms. Sandhya Sindhvani, A.S.O.	Shri Sidharth Kumar	Shri Sharique Khan
4	13.01.2022	Shri Vinod Kumar, A.S.O.	Shri Mukesh Kumar	Shri Amit Kumar
5	14.01.2022	Ms. Renu Sadana, A.S.O.	Shri Saurabh Gupta	Ms. Krishna
6	18.01.2022	Shri Chatter Singh, A.S.O.	Shri Satish Yadav	Shri Sharique Khan
7	19.01.2022	Ms. Shashi Bala, Steno.P.A.	Shri Tinku Dahiya	Shri Mohit Prakash
8	20.01.2022	Ms. Sucheta Agnihotri, A.S.O.	Ms. Santosh Devi, Jr. Assistant	Shri Prakash Chand
9	21.01.2022	Shri Dinesh Kumar, Steno/Grade-III	Shri Balvir Pal	Shri Sumit Bhatti
10	22.01.2022	Ms. Baby, Steno(Grade-III)	Ms. Nisha, Steno (Grade-III)	Shri Abhishek
11	23.01.2022	Shri Ajay, Steno, Grade-III	Shri Neeraj Kumar	Shri Vishal
12	25.01.2022	Shri Sachin Kumar, Steno/Grade-III	Ms. Charu Singh	Shri Ravi Sharma
13	27.01.2022	Shri Deepak Kumar, Steno(Grade-III)	Ms. Akansha Pandey	Shri Sumit Bhatti

14	28.01.2022	Ms. Mamta, Steno(Grade-III)	Ms. Rupanshi	Shri Ravi Dutt
15	31.01.2022	Ms. Jyoti Gupta, Steno (Grade-III)	Ms. Ritu	Ms. GuddiRai

The staff shall man the Control Room, attend to calls, receive DAK and diarize. They shall respond to calls of senior officers/ general public. They shall bring to the notice of senior officer any important / time bound matters.

The above mentioned staff in addition to manning the control room duties shall look after their regular work and process all time bound work.

ShriRajvir Singh, Statistical Assistant shall ensure all the DAK received during the above mentioned period is duly diarized and placed before the concerned officers.

Further, it is directed that all Designated Officers/ Food Safety Officers shall attend office / available on phone or any other mode of communication.

Non-compliance of these orders shall be viewed seriously.

This issues with the approval of Commissioner, Food Safety.

**(Adeshwar Kant)**  
**Deputy Director, Food Safety**

No: F.7 (199)/2016/DoFS/Admin

Dated: -

1. System Analyst, Department of Food Safety, with direction to upload on website of Department.
2. All Officers/officials, Department of Food Safety, Govt. of NCT of Delhi.
3. Concerned Officials, Department of Food Safety, Govt. of NCT of Delhi.
4. P.A. to Commissioner, Food Safety, Govt. of NCT of Delhi
5. Guard file

**(Adeshwar Kant)**  
**Deputy Director, Food Safety**