

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/ 233-238

Dated:- 09/01/2023

OFFICE ORDER

In supersession of all previous orders, the Work Allocation in respect of the following officers of this Directorate, is hereby re-allocated as mentioned hereunder with immediate effect:-

Sl. No.	Name of the Officer/Official	Work Assigned	Remarks	Staff attached for Training	Link Officer-I	Link Officer-II
1.	Smt. Jyoti Seth, Asstt. Director	<ul style="list-style-type: none"> Foundation Training In-service Training of Gr.I, Gr.II, & Gr.III Administration Branch Vigilance Matters PIO/Grievance Court Matters Head of Office 	The work of Foundation Training is: - Foundation Training of Gr.IV (GNCTDSS) & Stenographer (Gr.III) - Inservices Training of Gr.I, Gr.II & Gr.III	1. Laxmi Rawat, Steno Gr.III 2. Mohd Danish, S.A. 3. Amit Anand, PA	Sh. Sanjay Kumar Arora, A.D.	Sh. Aseem Kumar Goel, AD
2.	Ms. Anita Bharal Assistant Director	<ul style="list-style-type: none"> Training - III & IV e-Office Nodal Officer/Vision 2047 IT Work of updation of Website. 	The work of Training III is: - Foundation Training of DANICS Probationers, IAS Officer Trainees - Mid Career Training of DANICS Officers - Administration work of DANICS Probationers - Preparation of Annual Training Calendar - Discipline In-Charge and Outdoor Training of Probationers - The work of Training IV is: Training to the Officers/ Officials of GNCTDS on the various topic of Essential Life Skills.	1. Vijay Sood, P.A. 2. Surender Khatri, ASO 3. Deepak Kumar Mavi, Jr.Asstt.	Sh. Aseem Kumar Goel, A.D.	Sh. Sanjay Kumar Arora, A.D.
3.	Sh. Aseem Kumar Goel, Asstt. Director	<ul style="list-style-type: none"> Training - I & II Care Taking Sevottam Cell Third Party Audit Mission 2023 	The work of Training I & II is: Training to the Officers/Officials of GNCTDS on the various topic of Functional Efficiency and Managerial Competence.	1. Manoj Kumar, ASO 2. Ms. Bhawana Agrawal, St.Asstt.	Smt. Anita Bharal, A.D.	Smt. Jyoti Seth, AD
4.	Sh. Sanjay Kumar Arora, Asstt. Director	<ul style="list-style-type: none"> Training V & VI All On-Demand Trainings Accounts Branch Library 	The work of Training V & VI is: - Training to the Officers/Officials of GNCTDS on the various topic of General Awareness and Good Governance.	1. Nitu Bala Verma, ASO. 2. Salina Minz, Steno, Gr.III 3. Beena Kumari, ASO	Smt. Jyoti Seth, AD	Smt. Anita Bharal, A.D.

Apart from the above, Administrative Officer, Estate Officer, Asstt. Accounts Officer, DATA Processing Assistant will be the incharge of Admn. Branch, Care Taking Branch, Accounts Branch & I.T. Branch respectively. This issues with the prior approval of Director (Training), UTCS.

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Copy forwarded:-

- OSD to Chief Secretary / In-charge Principal Secretary (Trg.), Delhi Sectt. Delhi.
- P.S. to Director (Trg.), Dte. of Training (UTCS).
- Officers concerned.
- DATA Processing Assistant (DPA) with the direction to upload on the official website of the Directorate.
- AAO / DDO, Accounts Branch, Directorate of Training (UTCS).
- Guard file.

(JYOTI SETH)
 ASSISTANT DIRECTOR (TRG.) HOO

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