

**OFFICE ORDER**

In partial modification of this office order F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/233-239 dated 09/01/2023, the Work 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
1.	Smt. Jyoti Seth, Asstt. Director	<ul style="list-style-type: none"><li>• Head of Office</li><li>• Administration Branch</li><li>• Vigilance Matters</li><li>• PIO/Grievance</li><li>• Court Matters</li><li>• Care Taking</li></ul>
2.	Sh. Aseem Kumar Goel, Asstt. Director	<ul style="list-style-type: none"><li>• <u>Foundation Training</u> of Gr.IV (GNCTDSS), Gr. II (GNCTDSS) &amp; Stenographer (Gr.III)</li><li>• In-service Training of Gr.I/Gr.II/Gr.III (GNCTDSS), PA &amp; PS</li><li>• Sevottam Cell</li><li>• Third Party Audit</li><li>• Mission 2023</li><li>• <u>Training - I &amp; II</u> - Training to the Officers/Officials of GNCTDS on the various topic of Functional Efficiency and Managerial Competence</li></ul>

This is issued with the prior approval of Director (Training), UTCS.

(NEHA SHANKAR)  
ADMINISTRATIVE OFFICER

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/ 7792-7796

Dated:- 21/9/23

Copy forwarded:-

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

*Neha Keron*  
21.09.23  
ADMINISTRATIVE OFFICER