

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/9309-314

Dated:- 19/12/24


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	Link Officer-I	Link Officer-II
1.	Sh. Kishore Kumar Dutta, (DANICS)	<ul style="list-style-type: none">Head of OfficeAdministration BranchVigilance MattersTraining IIIPIO/GrievanceCourt MattersLibrary	Sl. No.3 (Smt. Anita Bharal, Asstt. Director) Smt. Anita Bharal, Asstt. Director, will assist Sh. Kishore kumar Dutta, Dy. Director (Trg.), w.r.t. work of Training-III till further orders.	Sl. No. 2 (Smt. Jyoti Seth, Asstt. Director)
2	Smt. Jyoti Seth, Asstt. Director	<ul style="list-style-type: none">Foundation TrainingTraining V & VIAccountsIn-service Training of Gr.I, Gr.II.& Gr.III	Sl. No.4 (Sh. Aseem Kr. Goel, Asstt. Director)	Sl. No. 3 (Smt. Anita Bharal, Asstt. Director)
3	Smt. Anita Bharal Assistant Director	<ul style="list-style-type: none">e-Office Nodal Officer/Vision 2047ITTraining I, II & IVTraining CalendarWork of up-dation of Website.	Sl. No. 1 (Sh. Kishore Kumar Dutta, Dy. Director)	Sl. No. 4 (Sh. Aseem Kr. Goel, Asstt. Director)
4	Sh. Aseem Kumar Goel, Asstt. Director	<ul style="list-style-type: none">On demand TrainingCare TakingSevottam CellThird Party AuditMission 2023Mission Karmyogi	Sl. No. 2 (Smt. Jyoti Seth, Asstt. Director)	Sl. No. 1 (Sh. Kishore Kumar Dutta, Dy. Director)

* Sh. Sanjay Kumar Arora, Asstt. Director, will continue to work as Asstt. Director (Accounts) till 31/12/2024 i.e., till retirement. Thereafter, the charge be taken by Smt. Jyoti Seth, Asstt. Director.

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


(JYOTI SETH)
HEAD OF OFFICE

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/ 9309-314

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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.


HEAD OF OFFICE