

OFFICE OF THE COMMISSIONER OF INDUSTRIES
GOVT. OF NCT OF DELHI
PLOT NO-419, UDYOG SADAN, F.I.E. PATPARGANJ, DELHI

No. F. 1/CI/DCI/2017-2018/ 106-111

Dated: 27/2/18

ORDER

In supersession of previous orders, work allocation amongst officials working in this office is hereby ordered with immediate effect as follows. In the event of proceeding on leave/training, his link official will look after the work:-

S. No.	Name of Official S/Shri	Work allocated	Link official
1.	Sh. Ravinder Kumar Gr.II (Steno)	- Taking dictation and typing work of the branch. - Any other work assigned to him by the SO/DCI from time to time.	Smt. Savita Suri
2.	Smt. Savita Suri Gr.II (Steno)	- Taking dictation and typing work of the branch. - Any other work assigned to him by the SO/DCI from time to time.	Sh. Ravinder Kumar
3.	Sh. Satender Prakash, St. Asstt.	- Matters pertain to RTI, DSIIDC, O&M, ASIDE, SLAB and maintenance of the record of respective branches. - Any other work assigned to him by the SO/DCI from time to time.	Sh. Anuj Khanna,
4.	Sh. Anuj Khanna, Sr. Asstt.,	- Matters pertain to Relocation & Policy, Cell, Court Cases, PGC cases, O&M, NMCC and maintenance of record of respective branches. - Any other work assigned to him by the SO/DCI from time to time.	Sh. Satender Prakash
5.	Sh. Naveen Chandra Sati Jr. Asstt.,	- Land Coordination, HPC, Export Promotion and maintenance of respective branches. - Diary /Dispatch of letters and files - Any other work assigned to him by the SO/DCI from time to time.	Sh. Anuj Khanna

All the above official shall mark their attendance in Policy Branch.

14/ EDP. cell
27/2/18

No. F. 1/CI/DCI/2017-2018/

Dated:

(VINOD KUMAR)
Dy. Commissioner Industries

Copy forwarded for information and necessary action to the :-

1. Deputy Commissioner of Industries (HR).
2. Section Officer of Industries concerned.
3. ✓ Programmer, e-office (Computer Cell).
4. Official concerned.
5. Personal file of official concerned.
6. Guard File.

(VINOD KUMAR)
Dy. Commissioner Industries