

**GOVT. OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2nd LEVEL, "A" WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002**

F.No.18/46/2023/GAD/Admn./ 53602

Dated :- 03/12/2024

OFFICE ORDER

Consequent upon joining of Shri Vivek Kumar Naresh, DANICS as Deputy Secretary, GAD, the allocation of work amongst Joint Secretary (GAD) and Deputy Secretaries, GAD, is as under with immediate effect, till further orders :-

S.No.	Name & Designation	Work Allocated	Link Officer
1	Shri Pradeep Tayal, Joint Secretary, GAD	1) Head of Office 2) Administration 3) Coordination 4) PIO, CS Office 5) Caretaking-II (dealing with request for stationery items, Computers & its peripherals, all printing work related to Council of Ministers & Officers) 6) Caretaking-III (Vehicle Branch) 7) Procurement Cell 8) Sports 9) Chairman of Evaluation Committee (in r/o branches of DS-I & DS-II)	1 st Link Officer : DS-I 2 nd Link Officer : DS-II
2	Shri Piyush Kr. Dosi, Deputy Secretary-I, GAD	1) First Appellate Authority (FAA), GAD 2) Caretaking-I (All matters of sanitation, security, reception, Class-IV outsourced staff, maintenance of Delhi Sectt. building, allocation of space in Delhi Sectt. & Vikas Bhawan-II) 3) Pension Cell, GAD (incl. IAS Pension Cell) 4) Chairman of Evaluation Committee (except his own branches) 5) Cafeteria 6) Kendriya Bhandar 7) AMUL 8) PGMS, CPGRAMS Grievances 9) Parliament & Assembly Questions 10) Freedom Fighter Cell (FFC), GAD	1 st Link Officer : DS-II 2 nd Link Officer : JS

31/12/2024

Contd. - 2/-

-: 2 :-

3	Shri Vivek Kr. Naresh, Deputy Secretary-II, GAD	1) Vigilance 2) Protocol Section (both domestic & foreign) visits of Council of Ministers & their staff 3) R&I Section 4) CRU 5) CS Control Room 6) Library 7) Updation of e-litigation module 8) TBR Report on e-Samiksha portal 9) Implementation & Monitoring of Environment Action Plan, Heat Action Plan 10) Monitoring of Audit Paras 11) Court cases & Fee Bills of Govt. Counsels	1 st Link Officer : DS-I 2 nd Link Officer : JS
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The files on subjects assigned to Deputy Secretaries, GAD (S.No. 2 & 3) shall be routed through Joint Secretary, GAD, for onward submission to higher authorities.

This issues with prior approval of Addl. Chief Secretary (GAD).



(Vivek V. Mishra)
Section Officer (Admn.-I)

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Copy forwarded to :-

- 1) PS to Addl. Chief Secretary (GAD)
- 2) Joint Secretary, GAD
- 3) DCA, GAD
- 4) All Deputy Secretaries, GAD
- 5) Sr. Accounts Officer, GAD
- 6) DDO, GAD
- 7) AAO, GAD
- 8) All Section Officers, GAD
- 9) Data Processing Asstt., GAD. -- to upload the order on GAD's website
- 10) Dealing Asstt. (RTI), GAD
- 11) Guard File



(Vivek V. Mishra)
Section Officer (Admn.-I)