

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

F.No.18/46/2023/GAD/Admn./ 21488

Dated :- 30/04/2024

**OFFICE ORDER**

Consequent upon retirement of Smt. Promila Mitra, Deputy Secretary (GAD), the allocation of work among the following Deputy Secretaries of GAD (w.e.f. 1<sup>st</sup> May, 2024) is as under, till further orders :-

| S.No. | Name & Designation                 | Work Allocation   |  | Link Officer Arrangement            |
|-------|------------------------------------|---|--|-------------------------------------|
|       |                                    | Existing Work   | Additional Work assigned   |                                     |
| 1     | Sh. Pradeep Tayal,<br>Dy. Secy.(I) | 1. Head of Office<br>2. Vigilance<br>3. Coordination<br>4. PIO (GAD)<br>5. Caretaking-II & III - dealing with request for stationery items, Computers & its peripherals, all printing work related to Council of Ministers & officers, Vehicles<br>6. Procurement Cell<br>7. Sports<br>8. R&I Section<br>9. CRU<br>10. CS Control Room  | Administration<br>(in addition to existing work)   | Sh. Piyush Dosi,<br>Dy. Secy. (II)  |
| 2     | Sh. Piyush Dosi, Dy. Secy. (II)    | 1. 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)<br>2. Protocol Section (both domestic & foreign visits of Council of Ministers & their staff)<br>3. Pension Cell, GAD (incl. IAS Pension Cell)<br>4. Court cases & Fee Bills of Govt. Counsels | 1. Freedom Fighter Cell (FFC)<br>2. Library<br>3. Updation of e-litigation module<br>4. TBR report on e-samiksha portal<br>5. Implementation & monitoring of Environment Action Plan, Heat Action Plan<br>6. Monitoring of Audit Paras<br>(in addition to existing work) | Sh. Pradeep Tayal,<br>Dy. Secy. (I) |

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|  |  | <b>5. Chairman of Evaluation Committee</b><br>6. Cafeteria<br>7. Kendriya Bhandar<br>8. AMUL<br>9. PGMS, Parliament & Assembly Questions |  |  |
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This issues with prior approval of the Addl. Chief Secretary (GAD).

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

F.No.18/46/2023/GAD/Admn./ 21488

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Copy forwarded to :-

- 1) P.S. to Addl. Chief Secretary (GAD)
- 2) P.P.S. to Spl. Secretary (GAD)
- 3) DCA, GAD
- 4) All Deputy Secretaries, GAD
- 5) DDO, GAD
- 6) AAO, GAD
- 7) All Section Officers, GAD
- 8) Data Processing Asstt., GAD – with the direction to upload the order on GAD's website
- 9) Guard File

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