

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./ 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. 1st 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, Dy. Secy.(I)	1. Head of Office 2. Vigilance 3. Coordination 4. PIO (GAD) 5. Caretaking-II & III - dealing with request for stationery items, Computers & its peripherals, all printing work related to Council of Ministers & officers, Vehicles 6. Procurement Cell 7. Sports 8. R&I Section 9. CRU 10.CS Control Room	Administration (in addition to existing work)	Sh. Piyush Dosi, 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) 2. Protocol Section (both domestic & foreign visits of Council of Ministers & their staff) 3. Pension Cell, GAD (incl. IAS Pension Cell) 4. Court cases & Fee Bills of Govt. Counsels	1. Freedom Fighter Cell (FFC) 2. Library 3. Updation of e-litigation module 4. TBR report on e-samiksha portal 5. Implementation & monitoring of Environment Action Plan, Heat Action Plan 6. Monitoring of Audit Paras (in addition to existing work)	Sh. Pradeep Tayal, Dy. Secy. (I)


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		5. Chairman of Evaluation Committee 6. Cafeteria 7. Kendriya Bhandar 8. AMUL 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)

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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)