



**DELHI POLLUTION CONTROL COMMITTEE**  
**DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT DELHI)**  
**4,5<sup>TH</sup> FLOOR, ISBT BUILDING; KASHMERE GATE**

No.DPCC/(3)(7)(2)/Admn.-06 212-215

Dated: 21/8/24

**OFFICE ORDER**

In supersession of all previous orders, the Competent Authority is pleased to order the work allocation among Admn staff with immediate effect:

| S.No. | Name & Designation                                                    | Matters to be dealt with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | <b>Om Prabha Mehta, SO-I</b>                                          | Supervision of Service matters of all regular staff and policy matter related issues.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|       | 1. Jugal Kishore, SA<br><br>2. Nisha, JA                              | I. All work related with DPC/Promotion matters of all regular staff.<br>II. Nodal Officer of all RTI matter and Assembly Questions related matters.<br>III. All work connected with Court cases involving service matters<br>IV. To put up all kinds of leaves and maintain CL Register.<br>V. RTI and Assembly Questions related matters.<br>VI. Maintenance of all Circulars, Orders and Guard files<br>VII. Keeping/maintain of personal record of regular staff.<br>VIII. Matters related to Biometric attendance.<br>IX. Various types of allowances e.g. Remuneration of Chairman and MS, DPCC, Tuition Fee, Dress allowance. etc.<br>X. Process of LTC Claim applications<br>XI. NOC for Passport/further studies.<br>XII. All types of verification of newly joined staff including probation related matter.<br>XIII. Training related orders.<br>XIV. Work connected with preparation of ATRs and various Agendas on behalf of Administration for DPCC Board meetings.<br>XV. Election related work.<br>XVI. All service related matter which is not assigned to any other in r/o non-technical staff.<br>XVII. Keep up the record /files related to above.<br>XVIII. Any other work which may be assigned on day to day and need basis. |
|       | 1. K.P. Sharma, SA<br>2. Deepali, JA<br>3. Sh S.K. Sharma, Consultant | I. Grant of Annual increments, MACP, ACP, pay fixation.<br>II. Reimbursement of hospitalized/special medical claim.<br>III. Reimbursement of CPF withdrawal<br>IV. Matters regarding Movable and Immovable property of DPCC staff including Annual Property Return.<br>V. Payment of dues after resignation /retirement / death<br>VI. Work connected with RTI matters and Assembly Questions.<br>VII. APAR.<br>VIII. Matter related to 56J.<br>IX. Engagement of Contractual/Consultant staff in Technical post.<br>X. All service related matter which is not assigned to any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|----|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                           | <p>other in r/o technical staff.</p> <p>XI. Any other work which may be assigned on day to day and need basis.</p> <p>XII. Keep up the record /files related to above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. | <b>S.K. Pandey, SO-II</b>                                                                                                 | <p>Transfer/Postings of Regular/Contractual Staff and supervision of all Caretaking/recruitment &amp; policy matters/Complaints &amp; Vigilance/Contractual staff and also supervision of M.S Branch (ISBT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <p>1. Lalit Kumar, SA</p> <p>2. Arvind Kumar, JA</p> <p>3. Suman, DEO</p> <p>4. Aakash, DEO</p> <p>5. Alka Saini, DEO</p> | <p>Vigilance matters in respect of all regular Technical and Non-Technical staff and Caretaking as per following :</p> <p>I. All types of complaints, Vigilance matters and other connected matters till its disposal.</p> <p>II. All work connected with Court cases involving vigilance and connected matters.</p> <p>III. Enquiry Counter</p> <p>IV. Work connected with RTI matters and Assembly Questions.</p> <p>V. Work related to Land for DPCC building / New Structure for DPCC own building.</p> <p>VI. Work related to renovation of present building, Security, Sanitation and maintenance of office premises. Licence Fee of office premises and connected matters.</p> <p>VII. Transfer/posting of drivers (regular, contractual, e-vehicle drivers)</p> <p>VIII. Purchase of stationery and other purchases and procurement as per rules.</p> <p>IX. Electricity bills, water bills, vehicles bills and other such bills and connected matters.</p> <p>X. Work related to sitting arrangement of staff, providing safe &amp; healthy environment, decent working atmosphere for staff.</p> <p>XI. Maintenance of stock registers.</p> <p>XII. Keep up the record /files related to above</p> <p>XIII. Any other work which may be assigned on day to day and need basis.</p> |
|    | <p>1. Sandeep Sharma, SA</p> <p>2. Shivam, JA</p>                                                                         | <p>All policy matters in respect of following :</p> <p>I. Sanction /Updation in r/o permanent posts in DPCC.</p> <p>II. Creation / Updation of recruitment rules of all staff.</p> <p>III. All policy matters related to regular staff of DPCC.</p> <p>IV. Work connected with RTI matters and Assembly Questions.</p> <p>V. All work related to filling up of vacant posts on regular adhoc/ deputation posts upto the stage of their physical joining in the department.</p> <p>VI. Keep up the record /files related to above</p> <p>VII. Any other work which may be assigned on day to day and need basis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Rohit Maan, JA                  | Matters regarding appointment of contractual/daily wages staff as per following :                                                                                                                                                 |
| 2. Sh Inderjeet Gulati, Consultant | I. All matters related to appointment/Transfer/posting of contractual employees and trainees.                                                                                                                                     |
| 3. Ankush, DEO                     | II. All work connected with preparation of Notices for inviting Tenders/ Quotations / E- Tenders for procurement/ hiring of outsourcing services of staff, such as Stenos, DEOs, and Peons and matters related with daily wagers. |
|                                    | III. All Work related with Grant of extension and increment in stipend to trainees and maintenance of their attendance roll.                                                                                                      |
|                                    | IV. All work connected with verification of claims/ Bills as raised by the concerned outsourcing Agencies for payments of contractual / Outsourcing Staff as referred above.                                                      |
|                                    | V. Work connected with RTI matters and Assembly Questions.                                                                                                                                                                        |
|                                    | VI. Keep up the record /files related to above                                                                                                                                                                                    |
|                                    | VII. Any other work which may be assigned on day to day and need basis.                                                                                                                                                           |

**Sh. Kulwant**

**Ms. Sonali DEO**

Diary, Despatch and File Movement in Administration Branch and shall maintain and keep in safe custody all the related records. Sh. Kulwant, JA shall maintain the custodian register and Speed Post Compilation work.

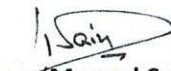
All the above officials are further directed to perform any other duties as and when assigned to them by the seniors.

**GENERAL:-**

I. Link Officials:-

| Sr. No. | Name                           | Link Officer                   |
|---------|--------------------------------|--------------------------------|
| 1.      | Smt. Om Prabha Mehta, SO-I     | Sh. Subodh Kumar Pandey, SO-II |
| 2.      | Sh. Subodh Kumar Pandey, SO-II | Smt. Om Prabha Mehta, SO-I     |
| 3.      | Sh Jugal Kishore, SA           | Sh.K.P. Sharma, SA             |
| 4.      | Sh.K.P. Sharma, SA             | Sh Jugal Kishore, SA           |
| 5.      | Sh. Lalit, SA                  | Sh Sandeep SA                  |
| 6.      | Sh. Sandeep Sharma, SA         | Sh Lalit, SA                   |

This issues with the prior approval of Competent Authority.

  
(Mangal Sain)  
(Administrative Officer)

**Copy to :**

1. Official concerned
2. Concerned Cell Incharge – to ensure proper handling over and taking over of the charge, if any.
3. Administrative Officer, DPCC
- ✓ 4. IT cell – For uploading in website