



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT (GOVT. OF DELHI)
4th & 5th FLOOR, ISBT BUILDING, KASHMERE GATE



No. DPCC/ (3)(7)(2)/Admn.-06/ 2363-66

Dated: 20/12/2024

OFFICE ORDER

Consequent upon joining of 02 Administrative Officer vide Service Department order No.341, F.No. 30/09/2022/SI dated 22.10.2024 and order No.381, F.No. 30/16/2023/S.I dated 22.11.2024. The following work distribution between the newly joined Admn. Officer 1. Sh. Pawan Kumar Jayant 2. Smt. Reena Toppo is hereby proposed as below:-

✓ 1. **Sh. Pawan Kumar Jayant (Admn. Officer HR)**

2. Vigilance
3. Recruitments of Regular officers /Staff.
4. Preparation/Updating of Recruitment of Rules
5. Engagement of Outsource Staff/Contractual staff.
6. Transfer posting of Regular staff/ Contractual Staff.
7. Engagement of Trainees/ Consultants & release monthly payments of thereof.
8. Coordination of Annual Report of DPCC
9. Caretaking.
10. Electric /Water/Vehicles & others Misc. works bills.
11. Misc. issues not specified above.
12. Any other work allotted by Member Secretary, DPCC/ Chairman, DPCC.

3. **Smt. Reena Toppo Admn. Officer (Establishment)**

1. All the Service matters of DPCC regular officers/staff.
2. ACRs (APARs)/ 56J.
3. CPF/Property returns
4. Election matters
5. Matter related of Biometric Attendance
6. All matters relating with DPC for Promotions/ MACP.
7. Court Cases involving services matters
8. RTI Matters and Assembly /Parliament Questions
9. Weeding out of old record.
10. Coordination for DPCC Board Meeting and other officials Meetings.
11. Any other work allotted by Member Secretary, DPCC /Chairman, DPCC

It is to mention that Admn. Officer-1 & 2 are link officer each other.

Copy to:

1. P.S to Chairman, DPCC
2. P.S to M.S DPCC
- ✓ 3. Admn. Officers
4. Personnel file
5. IT cell - with request to upload on DPCC website.


(Dr. K.S Jayachandarn)
Member Secretary,