



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT (GOVT. OF DELHI)
3rd FLOOR, DMRC BUILDING, IT PARK, SHASTRI PARK, Delhi-53



No. DPCC/ (3)(7)(2)/Admn./06/ 629 - 32

Dated: 28/04/25

OFFICE ORDER

In continuation earlier order dated 02.08.2024 and 08.10.2024, the following work allocation among the officials of the Administrative Branch has been ordered with immediate effect:

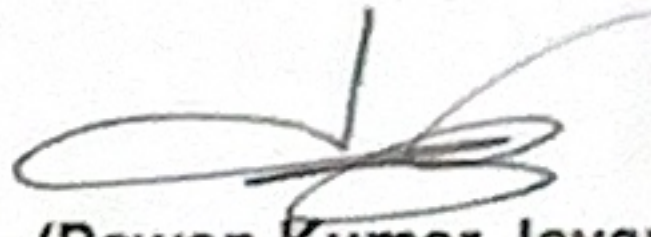
Name & Designation	Name of the Supporting Staff/Official	Matter to be dealt with
Smt. Om Prabha Mehta, SO-I	Smt. Sonal Goyal, ASO	All matters related to Promotion/DPC, preparation of seniority list / roster etc. of all regular staff. Any other work which may be assigned on need basis by the superiors.
	Ms. Nisha, Jr. Asstt. (Shall report SO-I through Ms. Sonal Goyal, ASO)	1. Process of all kinds of leave and maintain CL register. 2. LTC applications/claim. 3. Pay Fixation on Promotion of Staff 4. NOC for Passport/Higher Studies. 5. TA Claims Any other work which may be assigned on need basis by the superiors.
	Sh. Prem Chand Bairwa, ASO	All matters of Resignation/Retirement/Death of regular/deputation staff. Any other work which may be assigned on need basis by the superiors.
	Ms. Deepali Verma, Jr. Asstt. (Shall report SO-I through Sh. Prem Chand Bairwa, ASO)	1. Various types of allowances i.e. Remuneration of Chairman & MS, DPCC, Tuition Fees, Dress Allowance, etc. 2. Reimbursement of Hospitalization/Special Medical Claims. 3. Pay Fixation of Technical Staff 4. All service matters which are not assigned to any one in r/o Technical Staff. Any other work which may be assigned on need basis by the superiors.
	Shri Laxmi Kant, ASO (Ms. Sonali, DEO shall assist for biometric data)	1. Matters related to Biometric attendance. 2. Movable & Immovable properties of DPCC staff including Annual Property Returns. 3. Matters pertaining to 56-J. 4. Training related orders. Any other work which may be assigned on need basis by the superiors.
	Sh. K.P. Sharma, SA	1. Grant of annual increments of all regular/deputation staff. 2. MACP, ACP, 3. Pay Fixation of all Non-Technical staff 4. Pay Fixation of deputation staff. 5. APAR. 6. CPF advances/ withdrawals. 7. Election related work Any other work which may be assigned on need basis by the superiors.

	Sh. Jugal Kishore, SA	1. All service matters which are not assigned to any one in r/o non-technical staff. 2. Nodal Officer for all RTI matters. 3. Nodal officer for Assembly /Parliament Questions related matters. 4. Court cases involving service matters. 5. Matters regarding taken on strength of regular /deputation staff. 6. All types of verification of newly joined staff & probation matters. 7. Matters related to preparation of ATRs & Agendas on behalf of Administration for DPCC Board Meetings. Any other work which may be assigned on need basis by the superiors.
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Following shall be the link arrangement:-

S.No.	Name of Officer/official	Link Officer/Official
1.	Shri Laxmi Kant, ASO	Sh. Prem Chand Bairwa, ASO
2.	Sh. Prem Chand Bairwa, ASO	Shri Laxmi Kant, ASO
3.	Smt. Sonal Goyal, ASO	Sh. Prem Chand Bairwa, ASO
4.	Sh. Arvind Kumar , SA	Sh. Sandeep Sharma, SA
5.	Ms. Deepali Verma, JA	Ms. Nisha, JA
6.	Ms. Nisha, JA	Ms. Deepali Verma, JA

There will be no change in the existing work allocation of other reaming staff.


 (Pawan Kumar Jayant)
 Administrative Officer

Copy to for information:

1. P.S to M.S. DPCC
2. Official concerned
3. Concerned Cell Incharge- to ensure proper handling over and taking over of the charge, if any
- ✓ 4. Incharge of IT Cell- for uploading in website.