

OFFICE ORDER NO. DATED 5.12.2016

The following re-allocation of work among the staff is ordered with immediate effect:-

Sl.No.	Name of the staff	Allocation of work
1.	SHRI. N.K. BIRUA, SHT	a) TED/DBK CASES- PROCESSING OF THE CLAIMS, PREPARATION OF C-FORM, REPORT ETC. b) ANY OTHER OFFICIAL WORK AS AND WHEN ALLOTTED BY OFFICERS.
2.	<del>SHRI</del> SHRI. DEENDAYAL, HINDI STENO	a) TED/DBK N -PROCESSING OF THE CLAIMS, PREPARATION OF C-FORM, REPORT ETC., b) ANY OTHER OFFICIAL WORK AS AND WHEN ALLOTTED BY OFFICERS.
3.	SHRI. JAYANT KUMAR, UDC	a) HRD (ADMN, B&A,INFRASTRUCTURE, PREPARATION OF BILLS INCLUDING PAY BILL, MEDICAL BILLS, TA BILLS,oe BILLS, PLAN HEAD BILLS ETC, RECORDS). b) ANY OTHER OFFICIAL WORK AS AND WHEN ALLOTTED BY OFFICERS.

The Service Books of the Officials and Staff are to be preserved safely. Therefore, the current D/H to hand over the Service Books of the Staff intact to the new Dealing Hand with proper acknowledgement.

All other remains unchanged.

This issues with the approval of Jt.DGFT.

  
(N.V.RAVINDRAN)

ASST.DIRECTOR GENERAL OF FOREIGN TRADE

(Issued from file No.31/PS/Office Order/AM17)

To:

All concerned.