No. 73/11/2009-Adm.I
Government of India
Ministry of Labour & Employment
Labour Bureau
***

SCO 28-31, Sector 17-A, Chandigarh 160 017.
DATED: 9.11.2012

Office Order No. 189 of 2012

Following additional work allocation amongst the administrative staff is hereby ordered with immediate effect.

S. no.	*Name of the official*	*Work Allocation*	*Remarks*
1.	Sh. Ajay Kumar, UDC	All work related with: 1) Construction of office building of Labour Bureau in Chandigarh. 2) Lease Agreement of office building with J&K Government. 3) Staff Car - auction of old car, purchase of new car, hire etc. 4) Verification of Stores - condemnation, auction etc.	He is advised to take over the records from Sh. Rajiv Kumar, PA Caretaker
2.	Sh. B.S. Negi, Stat. Inv. Gr.I	All work related with: 1) All E-I Surveys work. 2) Delegation of financial & administrative powers 3) Constitution of various committees viz. LPC, Condemnation etc.	He is advised to take over the records from Sh. Ajay Kumar, UDC
3.	Sh. K.K. Gupta, PA	All work related with: 1) Hindi returns & typing of Hindi reports related to Administration. 2) Training Circulars 3) All matters related to Societies/Associations/Union/Recreation Club. 4) O&M matters 5) Election/Census duties 6) Invitation cards.	The Office Order No. 178 of 2012 issued vide file of even number dated 13.9.2012 stands superceded. He is advised to report to SO (I) and take over the relevant records from Sh. Ajay Kumar, UDC & other concerned officials in the Section.

(Hindi version would follow)

(Sunil Chaudhry)
DIRECTOR (ADMN.)

Distribution:-

1. Concerned Officials
2. Director (Admn.) / Head of Office, Labour Bureau, Chandigarh.
3. Director (Vigilance), Labour Bureau, Chandigarh.
4. DDG, SO(G) and SO(I), Labour Bureau, Chandigarh.
5. EDP Manager, Labour Bureau, Chandigarh.
6. Admn. (G) /Adm.I / Vigilance Sections, Labour Bureau, Chandigarh.
7. PA/PS to D.G.
8. Office Order Folder.
9. Hindi Cell for Hindi version.