

No.AHM:DD:5(5)/2017(Admn) 357

DATE: 19<sup>th</sup> September 2017

OFFICE ORDER

In partial modification of this office order of even number dated 23<sup>rd</sup> May, 2017 with immediate effect, the following changes are made in the work distribution of the following staff members as described below :-

1. Shri KS Barot, MTS shall perform the duties of the diary clerk and dispatcher in the General Section. He shall also perform Hindi type work as and when required.
2. Shri KB Parmar, UDC / Transport Assistant shall hand over all registers and records related to the inward diary to Shri Barot. Shri KB Parmar shall also coordinate with Shri DM Navani, AE & Security Officer in connection with work related to issue of parking label for all two wheelers & four wheelers of the staff members of this Kendra. This shall be in addition to his assigned nature of duties in the Transport Section.

In addition to the above, they will also carry out any other work as and when assigned to them by their superiors.

This has the approval of the Head of Office.



(V K Duggal)

Administrative Officer

FOR DY.DIRECTOR GENERAL (ENGINEERING)

Shri KB Parmar  
UDC, DDK, Ahmedabad

Shri KS Barot  
MTS, DDK, Ahmedabad

Copy to

1. DDG(E) / H.O.P. / DDO / Hindi Officer
2. RTI Cell / Security Officer
3. Unit Secretary / Zonal Secretary, ADASA, DDK, Ahmedabad
4. Smt Mini Umesh, LDC, DDK, Ahmedabad
5. Shri Vijay Adeshara, LDC, DDK, Ahmedabad