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No. Estt./Transfer/2025

Date : 16/09/2025

Office Order

Subject: Deployment of Officers/Officials for smooth functioning in DoP- reg.

For the smooth functioning the following arrangement have been made in department.

1. The public dealing in Advertisement –II section will be in two shift i.e. 9:30 AM to 1:45 PM and 2:00 PM to 06:00 PM. The details of officers/officials assigned for the shift are as under:-

Sl. No.	Shift-I (9:30 AM to 1:45 PM)	Sl. No.	Shift-II (2:00 PM to 06:00 PM)
1.	Sh. Atul Sinha, Superintendent	1.	Sh. Ram Pravesh Prasad, Superintendent
2.	Sh. Gurmeet, UDC	2.	Sh. Dinesh, LDC
3.	Sh. Rajneekant, UDC	3.	Sh. Bharat Bawal, LDC
4.	Sh. Paras Prabhat Singh, UDC	4.	Sh. Hardeep-II, LDC
5.	Sh. Anand Dev Pathak, MTS	5. ✓	Sh. Jayant Sekhar, MTS
6.	Sh. Sachin, MTS	6.	Sh. Amit, MTS – <u>III</u>
7.	Sh. Aryan, MTS		

2. Token Machine will be managed by Sh. Surender Saini, MTS, Sh. Bijender Singh MTS.

Contd./-

Sh. Sachin Singh
Sh. Sachin Singh
Sh. Sachin Singh

3. Queue management System will be managed by following officers/ officials (09:00AM onward):-

Sl. No.	Name and designation
1.	Sh. Net Ram, Superintendent
2.	Sh. Raj Kumar Gupta, MTS
3.	Sh. Jagdish Prasad Meena, MTS
4.	Sh. Jagdish Nath, MTS
5.	Sh. Anil Kumar-II, MTS
6.	Sh. Vijay, MTS

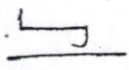
2. Help Desk:-

Sh. Sunil Kumar, UDC (Counter-I)	Smt. Sarita, MTS (Counter-II)
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- * Sh. Atul Sinha, Superintendent will look after the work of O&M Section post lunch.
- * Sh. Jayant Sekhar, MTS will look after the work of establishment section in first half.
- * Sh. Gurmeet, UDC will look after the work of CRT section post lunch.
- * Sh. Rajneekant, UDC will look after the work of CASH section post lunch.
- * Sh. Hardeep-II, LDC will look after the work of DSK-I section before lunch.
- * Sh. Aryan, MTS will look after the work in SK-II post lunch.
- * Officers/ Officials of Shift-II will work in the same section before lunch in which presently working.
- * Shri Abhishek Kant Singh, UDC and Shri Rajneekant, UDC have been transferred vice versa.
- * Sh. Sachin, MTS will look after the work of making of Print Order for both shifts and Sh.

Anand Dev Pathak, MTS will help him post lunch.

(This issue with the approval of competent authority.


(Lucy Jyoti Beck)
Asstt. Controller (Admn.)

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4. Person concerned.

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