

Government of India
Ministry of Housing & Urban Affairs
Civil Lines, Delhi-110054

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No. Estt./Transfer/2026

13
Date:- 10/07/2026

Officer Order

Sub:- Transfer of officers/officials for the smooth function Department of Publication-reg.

For the smooth functioning in Department of Publication, the following arrangements/ transfers are made:-

(I) ADVERTISEMENT-II (Facilitation centre)

Deals with all physical applicants and issue print order to press

SHIFT-1 STAFF)	(DETAIL OF	SHIFT-2 STAFF)	(DETAIL OF
1. Smt. Ira Gupta, Supdt.		1 Sh R.P. Prasad, Supdt.	
2 Sh Dinesh, Udc		2 Sh Sunil Kumar, Udc	
3 Sh Vikas, Udc		3 Sh Abhilekh Chaudhary, Ldc	
4 Nikhil Kumar, Udc Sharma		4 Sh Hardeep- Ii, Ldc	
5 Ms Nisha, Ldc		5 Sh Sushant Shekhar, Mts	
6 Sh Sushant Shekhar, Mts For Po		6 Ms Nisha, Ldc For Po	
7 Sh Jagdish Nath, Mts (Token Distribution)			

(II) ADVERTISEMENT -I SECTION

1. Deals all applications received through by post/ courier/ dispatch section.
2. After scrutiny the applications, those applications under objection sent to advertisement - III section for issue the objection letter and further process.
3. If application in order than issue print order to press
4. Deal all the part-iii section-iv notifications requests

DETAILS OF STAFF DEPUTE IN THIS SECTION

1. Sh Surender Shah, Supdt.
2. Sh Roshan Kumar, Ldc

P.T.O

3. Sh Atul Shankar, Udc (Half Day-Morning Shift)
4. Sh Ganesh, Mts
5. SH ARVIND, MTS

(III) ADVERTISEMENT-III SECTION

1. Issue the objection letters to files under observation.
2. After receiving the reply of applicants against objection letter, if all documents found in order then process the application for issue print order
3. Replies all the e-mails received regarding name change services.
4. Replies all RTI, PG with appeals applications to concerned section.

Details of staff depute in this section

1. Sh H. C. Meena, Supdt.
2. Sh Bharat Bawal, Udc
3. Sh Vivek Kumar Dubey, Mts
4. Sh Amit Kumar-Ii, Mts
5. Sh Deepak, Mts
6. Sh Anand Deo Pathak, Mts

(IV) TELEPHONE CENTRE SECTION

Pick all the telephone lines through ivrs system regarding name change services

Details of staff depute in this section:-

1. Sh Bharat Bhushan Aneja, Supdt.
2. Sh Rakesh Kumar, Ldc
3. Sh Prashanta Kumar Poddar, Mts
4. Sh Sachin, Mts
5. Smt Sarita Devi, Mts

S.NO.	NAME & DESIGNATION	FROM	TO
1	Sh. Bharat Bhushan Aneja, superintendent	O&M	Telephone centre section
2	Sh. H. C. Meena, Superintendent	DSK-II	Advertisement-III
3	Sh. Atul Sinha, Superintendent	E-gazette	O&M
4	Sh. Atul Shankar, UDC	Establishment	Advertisement-I 1 st shift and E-gazette 2 nd shift
5	Sh. Surrender Saini, MTS	Advertisement-II	Establishment
6	Sh. Sushant shekhar, MTS	CRT	Advertisement-II
7	Sh. Sachin, MTS	Advertisement-II	Telephone centre section

8	Sh. Prasanta Kumar Poddar, MTS	Establishment	Telephone centre section
9	Smt. Sarita Devi, MTS	Help Desk	Telephone centre section
10	Sh. Rekesh Kumer, LDC	SK-II	Telephone centre section
11	Sh. Aryan, MTS	O&M	CRT
12	Sh. Inder Singh, MTS	General	O&M
13	Sh. Raj Kumar Gupta, MTS	S.K. I	General.

Help Desk/Reception

- | | | |
|---|-----------------------|---------------|
| 1 | Sh Sunil Kumar, UDC | Morning Shift |
| 2 | Sh Nikhil Kumar, UDC | Evening Shift |
| 3 | Sh Mukesh Paswan, UDC | Whole Day |

NOTE :-

- Sh R.D. Meena, supdt look after dsk-ii section
- Sh Himanshu Chopra, Supdt look after e-gazette section in addition to his duty in PSP division.
- Officers/officials of telephone centre section will report to assistant controller (admn.) Till the section comes into function.
- Sh. Lalit Kumar Soni, MTS will look after the work in SK-II section in addition to his duty in Army dispatch section.

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13-07-26
(Lucy Jyoti Beck)

Asstt. Controller (Admn.)

Copy to:-

1. P.A. to Controller of Publication.
2. P.A. to Asstt. Controller (Admn.).
3. P.A. to Financial Officer.
4. Account-III Section.
5. Concern Person.
6. Guard file.
7. E-gazette section for uploading on website.

