

## ORDER

Consequent upon joining of regular new Clerks on the recommendations of the Haryana Staff Selection Commission the following duties are hereby assigned / ordered amongst Clerks:-

Sl. No.	Name of officials & designation	Place of posting
1.	Shri Amit Beniwal	1. Shri Amit Beniwal, Clerk is posted in the Admn. Branch of DNRE. 2. He will maintain the office record of Admn. Branch and assist to Establishment Assistants in day to day work. 3. He will also look after the work as maker of HRMS portal. He will update all the data's of Department employees on HRMS portal with the help of Programmer.
2.	Ms. Seema Rani	Ms. Seema Rani, Clerk is posted in Accounts Branch, DNRE. She will work in Accounts Branch under Accounts Officer, NRE.
3.	Shri Rahul Pannu	Shri Rahul Pannu, Clerk has already been assigned the duties of receipt of Dak of NRE / HAREDA vide order No.HAREDA/ Admn-2020/ 3847-64 dated 18/09/2020.

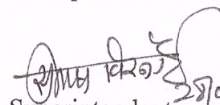
Place Panchkula the  
25<sup>th</sup> September, 2020

Dr.Hanif Qureshi, IPS  
Director General, New & Renewable Energy  
Department, Haryana

Endst. No.DNRE/Admn-2020/3998-4003 Dated Panchkula, the 28-09-2020

A copy of the above is forwarded to the following for information:-

1. PA/DG, NRE for kind information of W/DG,NRE
2. Additional Director, DNRE
3. Accounts Officer, NRE
4. Shri Amit Beniwal, Clerk, DNRE
5. Ms.Seema Rani, Clerk, DNRE
- ✓ 6. Programmer, DNRE for uploading on the Department website.

  
28/09/2020  
Superintendent

for Director General, New & Renewable Energy  
Department, Haryana, Panchkula

