



No. A.13019/1(Leave)/2022-Ad.II  
भारत सरकार/ Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय पुलिस बेतार  
Directorate of Coordination Police Wireless



खण्ड सं. -9, के.स.का .परिसर/Block No.9, C.G.O., Complex,  
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3  
दिनांक /Dated: 16<sup>th</sup> May ,2023

### OFFICE ORDER

The work assignment in respect of Joint Assistant Directors deployed in Administration Section is as under:

S. No.	Name & Designation S/Shri	Work allocation
1.	Mahesh Kumar Pachar JAD(Admn)	All works related to Admn. Section-I, viz-Issuing Officer Orders, DAK Management, Monthly/Quarterly reports for MHA, response to MHA ID Notes, Audit related matters, E-service Book matter, Vigilance/Disciplinary Desk related matters and Officer is authorized for attestation the entries in Service Books.
2.	Khemchand, JAD(Admn)	All works related to Admn. Section-II except work mentioned under S. No 3, Monthly/Quarterly reports for MHA, response to MHA ID Notes, Parliamentary Question and Matters related to Deputation, Promotion and APAR etc.
3.	Prabhat Kumar Pandey, JAD	Recruitment matters and their formalities, matters related to the updating of data on portal etc., issuance of provisional/final seniority lists, Recruitment Rules (Amendments/Framing/follow-up with the DoPT/ UPSC), Gazette notifications/e-gazette notifications of various orders related to promotion/ superannuation/joining/RRs etc, Hiring of Data Entry Operators and maintain their attendance/payment (after due verification etc), ID Card(Departmental/MHA/Pensioner/ Canteen KPKB) etc.

4. This issues with approval of Competent Authority.

*K. Elamurugan*  
(K.Elamurugan)  
Assistant Director (Admn)

Copy to :-

1. PPS. to Director
2. PS to Addl. Director (Hq/OP)
3. All JDs.
4. ✓ A.D(IT).- uploading DCPW website.
5. Service Book & personal file of the officer concerned.
6. Office Order file.