

Government of National Capital Territory of Delhi
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
 Institutional Area Vishwas Nagar, Behind Karkardooma Courts, Shahdara,
 Delhi-110032.
 Ph. 20822464, 20822463; Fax 20822470, e-mail dutcs@nic.in

No.F.1/05/169/UTCS-Admn./2022/

Dated:

OFFICE ORDER

As per the directions of the Director(Training), the work allocation in respect of following officials of this Directorate is hereby re-allocated as mentioned here under with immediate effect:-

r. No	Name of the Official/Officer	Work Proposed	Link Officer 1	Link Officer2
1	Sh. Kishore Kumar Dutta, Jt. Director	- Head of Office - Training III Branch - Mission Karamyogi - Sevottam	Sh. Vijay Kumar Jain	Sh. Manoj Jain
2.	Sh. Vijay Kumar Jain, Dy. Director	- Administration/Vigilance Branch - On Demand Training - Foundation Trg Training I & VI	Sh. Kishore Kumar Dutta	Sh. Manoj Jain
3.	Sh. Manoj Jain, Assistant Director	- Caretaking Branch - Training for all Vision @2047/Yearly mission of Directorate of Training, UTCS	Ms. Alpana Sharma	Sh. Rajesh Joshi
4.	Smt. Jyoti Seth, Assistant Director	- Accounts Branch - PIO/Grievances Court Matters	Sh. Rajesh Joshi	Sh. Vijay Kumar Jain
5.	Sh. Rajesh Joshi, Dy. Director	- Library - IT Branch - Planning Branch Training Calendar	Smt. Jyoti Seth	Ms. Alpana Sharma
6.	Ms. Alpana Sharma, Dy. Director (on joining in Directorate of Training, UTCS)	- In service Training - Training II - Training IV & V - Third Party Audit	Sh. Manoj Jain	Smt. Jyoti Seth

Further, the work allocation in r/o of the Section Officers is ordered here under-

S. No	Name & Designation	Work Assigned	Link Officer
1	Sh. Rahul Jain, Section	Training III Branch	Sh. Ashutosh Kumar

	Officer	Sevottam Vision @2047/Yearly mission of Directorate of Training, UTCS	
2	Ms. Neha Shankar, Section Officer	- Admin/Vigilance Branch - RTI/LG Listening Post/PGMS/CPGRAMS Parliament/Assembly Questions	Ms. Veena Negi
3.	Sh. Ashutosh Kumar, Section Officer	- Caretaking - Court Matters/ Pairvi Officer Library	Sh. Rahul Jain
4	Ms. Veena Negi, Section Officer	Training Branch I, II, IV, V, VI Third Party Audit	Ms. Indu
5	Ms. Indu, Section Officer	- On Demand Training - Foundation Training In service Training	Sh. Ashutosh Kumar
6	Sh. K. Prasanth, Statistical Officer	- Planning - Training Calendar Training For All (TFA)	Ms. Anu Arora
7	Ms. Anu Arora, Technical Officer	IT Branch All Technical Matters related to IT/ Website updation	Sh. K. Prasanth, Statistical Officer

Further, the following officers shall be part of the team Mission Karamyogi.

1. Sh. Rahul Jain, Section Officer
2. Ms. Neha Shankar, Section Officer
3. Ms. Anu Arora, Technical Officer
4. Sh. K. Prasanth, Statistical Officer

(NEHA SHANKAR)
ADMINISTRATIVE OFFICER

A. No.F.1/05/169/UTCS-Admn./2022/

Dated:-

Copy forwarded:-

1. P.S. to Director (Trg.), Dte. of Training (UTCS).
2. Deputy Directors, Dte. of Training, UTCS
3. Asstt. Directors, Dte of Training, UTCS
4. AAO / DDO, Directorate of Training (UTCS).
5. Officials concerned.
6. Guard file.

ADMINISTRATIVE OFFICER

Digitally signed by
Neha Shankar
Date: 10-04-2026
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