

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts, Delhi-110032

F.No.01/05/179/2023-UTCS(Admn)

Dated:-

OFFICE ORDER

In pursuance of Services Department order no. 07 dated 01/07/2026 endorsed vide No. F.14(1)/2/2024/TP/S-III/285-291 dated 01/04/2026 and consequent upon her joining, Ms. Kirti, Junior Assistant, **is hereby taken on the strength of this Directorate w.e.f. 07/04/2026(F.N.), for all purposes against the vacant post of Junior Assistant.**

The officer is also entitled for Special Training Allowance @ 12% of basic pay.

This is issued with the approval of Director (Training)/Head of the Department.

(NEHA SHANKAR)
ADMINISTRATIVE OFFICER

F.No.01/05/179/2023-UTCS(Admn)

Dated:-

Copy forwarded for information to:-

1. Deputy Secretary, (Services), Services-III branch Delhi Secretariat, 5th level B-Wing New Delhi-110002.
2. Pay and Accounts Officer, PAO-24, Institutional Area, Vishwas Nagar, Shahdara, Delhi-110032 through DDO.
3. P.S. to Director (UTCS), Directorate of Training (UTCS).
4. All DDs/ADs/Technical Officer/Estate Officer/Librarian/SO (Trg. III)/Statistical Officer(Planning).
5. AAO/DDO, Dte. of Training, UTCS.
6. Ms. Kirti, Junior Assistant, Directorate of Training, UTCS.
7. Service Book/Personal File of the officer concerned.

ADMINISTRATIVE OFFICER

Digitally signed by
Neha Shankar
Date: 10-04-2026
11:31:46