

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](mailto:dutcs@nic.in)

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/ 4391-4395

Dated:- 06/06/25

**OFFICE ORDER**

In supersession of all previous orders, the Work Allocation in respect of the following officers of this Directorate, is hereby re-allocated as mentioned hereunder with immediate effect:-

Sl. No.	Name of the Officer/Official	Work Assigned	Link Officer-I	Link Officer-II
1.	Sh. Kishore Kumar Dutta, (DANICS) Joint Director	<ul style="list-style-type: none"> <li>Head of Office ✓</li> <li>Administration Branch ✓</li> <li>Vigilance Matters ✓</li> <li>Training III Branch:                             <ul style="list-style-type: none"> <li>Matter related with IAS (OT) ✓</li> <li>Matter related with DANICS (P) ✓</li> <li>Matter related with PCS (P) ✓</li> </ul> </li> </ul>	Smt. Jyoti Seth Asstt. Director	Smt. Anita Bharal Asstt. Director
2	Smt. Jyoti Seth Asstt. Director	<ul style="list-style-type: none"> <li>Foundation Training of ASO/Stenographer/ Jr. Asstt.</li> <li>Training - V : General Awareness</li> <li>Accounts Branch</li> <li>Planning Branch</li> <li>PIO/Grievance</li> <li>Court Matters</li> <li>Work related to conduct of examination for DAMB officials</li> <li>Mission Karmyogi ✓</li> <li>Third Party Audit ✓</li> </ul>	Sh. Manoj Jain Asstt. Director	Smt. Anita Bharal Asstt. Director
3	Smt. Anita Bharal Assistant Director	<ul style="list-style-type: none"> <li>Vision 2047 ✓</li> <li>Yearly Missions of Dte. of Training (UTCS)</li> <li>IT Branch</li> <li>Training - I : Functional Efficiency ✓</li> <li>Training - II : Managerial Competence</li> <li>Training - IV : Essential Life Skills</li> <li>In-service Training of Gr.I, Gr.II, &amp; Stenographer-Gr.III/ PA/PS</li> <li>Training Calendar ✓</li> </ul>	Smt. Jyoti Seth Asstt. Director	Sh. Manoj Jain Asstt. Director
4	Sh. Manoj Jain Asstt. Director	<ul style="list-style-type: none"> <li>On Demand Training</li> <li>Training - VI : Good Governance</li> <li>Care Taking</li> <li>Sevottam Cell</li> <li>Library</li> </ul>	Smt. Anita Bharal, Asstt. Director	Sh. Jyoti Seth Asstt. Director

This issues with the approval of Director (Training), UTCS.

*Neha Karan*  
10.06.25

(NEHA SHANKAR)  
ADMINISTRATIVE OFFICER

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/ 4391-4395

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Copy forwarded:-

1. OSD to Chief Secretary / In-charge Principal Secretary (Trg.), Delhi Sectt. Delhi.
2. P.S. to Director (Trg.), Dte. of Training (UTCS).
3. Officers concerned.
4. DATA Processing Assistant (DPA) with the direction to upload on the official website of the Directorate.
5. AAO / DDO, Accounts Branch, Directorate of Training (UTCS).
6. Guard file.

*Neha Karan*  
10.06.25  
ADMINISTRATIVE OFFICER