

NO.D-28016/02/2013-14-Misc. 12158  
GOVT. OF INDIA  
NOIDA SPECIAL ECONOMIC ZONE  
DEPARTMENT OF COMMERCE  
NOIDA - 201 305

Dated: November, 26, 2014

**Office Order**

In Continuation to this office order dated 17.11.2014 the work charge of following Dealing Assistants is hereby revised as under with immediate effect:

S. No.	Name/Designation	Revised Work
1.	Shri Inderpal, Assistant	Dispatch work, Hindi Work, Accounts/Cash work, Maintenance of Record room.
2.	Shri Suraj Bhan, LDC	Diary/reception work.
3.	Shri Anuj Dixit, LDC	Administration related report/return to DoC. All service matters of class A, B, C & D employee including retirement, pension papers and maintenance of Service Book/RTI related report/return/esp

  
( **Subodh Kumar Jha** )  
Asstt. Development Commissioner

To

1. Office order file.
2. Concerned Staff Members.