

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES-I BRANCH  
DELHI SECRETARIAT: 7<sup>TH</sup> LEVEL: B-WING  
I.P. ESTATE: NEW DELHI  
<http://services.delhigovt.nic.in>  
Tel:011 - 23392038

F.8/12/2005/S.1/

Dated: 29.08.2018

ORDER NO.: 354

The Competent Authority is pleased to order that Shri Sanjeev Khirwar, IAS (AGMUT:1994), Secretary(H&FW) shall look after the charge of Secretary (Revenue)-cum-Divisional Commissioner during the leave period of Ms. Manisha Saxena, IAS(AGMUT: 1996), Secretary-cum-Divisional Commissioner.

  
(ASHWANI KUMAR MEHTA)  
DEPUTY SECRETARY (SERVICES)

F.8/12/2005/S.1/

Dated: 29.08.2018

Copy to the:

1. Principal Secretary to Lt. Governor, Govt. of NCT of Delhi.
2. Special Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Speaker, Delhi Vidhan Sabha, Delhi.
5. Secretary to Deputy Speaker, Delhi Vidhan Sabha.
6. Secretaries to all Ministers, Govt. of NCT of Delhi.
7. OSD to Leader of Opposition, Govt. of NCT of Delhi.
8. OSD to Chief Secretary, Govt. of NCT of Delhi.
9. Financial Commissioner, Govt. of NCT of Delhi.
10. Additional Chief Secretary (Home/GAD), Govt. of NCT of Delhi.
11. Dr. G. Narendra Kumar, IAS, Principal Secretary (L&B), Govt. of NCT of Delhi.
12. Shri Sanjeev Khirwar, IAS, Secretary (H&FW), Govt. of NCT of Delhi.
13. Ms. Manisha Saxena, IAS, Secretary-cum-Divisional Commissioner
14. All Pr. Secretaries / Secretaries / Spl. Secretaries / Addl. Secretaries, GNCTD.
15. All HODs/Local Bodies/Public Undertakings, Govt. of NCT of Delhi.
16. Deputy Commissioner (HQ), Revenue Department, Govt. of NCT of Delhi.
17. All Deputy Commissioners, Revenue Department, Govt. of NCT of Delhi.
18. Dy. Secretary, Legislative Assembly, Govt. of NCT of Delhi.
19. P.A to Secretary/Spl. Secretary/Addl. Secretary/Dy. Secretary (Services), GNCTD.
20. Section officer (Coordination), Services Department, Govt. of NCT of Delhi - *with the request to upload this order on website of Services Department.*
21. Section officer (S-IV), Confidential Cell, Services Department, GNCT of Delhi.
22. PAO VI/PAO concerned.
23. All branches of Services Department.
24. Guard file/Personal file.

Copy forwarded to the :

1. Director (Services), Govt. of India, Ministry of Home Affairs, North Block, New Delhi.
2. Under Secretary (UTS-I), Govt. of India, Ministry of Home Affairs, North Block, New Delhi.
3. Research Officer, Career Management Division, Govt. of India, Department of Personnel and Training [Room No. 215], North Block, New Delhi.

  
(ASHWANI KUMAR MEHTA)  
DEPUTY SECRETARY (SERVICES)