

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH.**


ORDER


Keeping in view the merger of the Legal Metrology Department with the Department of Food & Supplies and Consumer Affairs, the department has been re-named as Department of Food & Supplies and Consumer Affairs & Legal Metrology, U.T., Chandigarh. For the better command and control in the official working, after the promotion and joining of new staff, the work of the office is hereby re-distributed to the officials as under:

ESTABLISHMENT BRANCH		
Sr. No.	Name & Designation of Official	Work Allotted
1	DFSO	He shall be the overall in-charge of the Branch
1.1	(E1) Smt. Sunita, Senior Assistant (Accounts)	Service books, annual increments/ACP, Employees court cases, Promotion, suspension and charge sheet, APAR, Retirement and pension cases, Recruitment Rules , Officer orders, Reservation roster of SC, OBC & physically disable persons, DDO powers and cases of vigilance clearance of employees.
1.2	(E2) Sh. Ramesh Kumar, Senior Assistant	GPF withdrawal, LTC, Property/Monthly/quarterly/various Informations/other returns, Leave record, SOC meetings, cases of uniform, festival advance, Employees Census, renovation work, and miscellaneous matters. Nodal Officer RTI, Legal Metrology matters/court cases and all file work.
1.3	(E3) Sh. Naresh Kumar, Clerk	To assist E1
1.4	(E4) Sh. Kamaljit Singh, DEO	To assist E2
1.5	(E5) Sh. Sunil Kumar, Clerk	Receipt & Dispatch work alongwith RTI Branch.


ACCOUNTS BRANCH		
Sr. No.	Name & Designation of Official	Work Allotted
2	DDO	He shall be the overall in-charge of the Accounts Matters
2.1	(A1) Sh. Bipin Kumar, Junior Auditor	Salary bills, medical, T.A/D.A, contingent bills, cash books, expenditure statement, GPF Class IV, ETDS returns, financial matters/schemes, Diesel/Petrol Bills, reconciliation etc.
2.2	(A2) Sh. Sunil, Clerk	To deal all contingent files related to payment, including wages and telephone bills , audit paras and to assist A1
2.3	(A3) Sh. Mohan Lal, Inspector Gr.II	To deal stationary store, all purchases & payment, Mobile Vans, Refund of Security etc.

DEVELOPMENT BRANCH		
Sr. No.	Name & Designation of Official	Work Allotted
3	DFSO	To make plan for conducting : <ul style="list-style-type: none"> • inspection and raids in the market • checking of stock of wholesalers • Checking of petrol pumps and LPG Godowns. • Checking of dhabas for use of domestic cylinders • Notices
3.1	(D1) AFSO	
3.2	(D2) Sh. Manoj Kumar, Inspector	
3.3	(D3) Sh. Mohan Lal, Inspector Gr.II	

INSPECTORATE STAFF			
Sr. No.	Name of Official	Work Allotted	Area Assigned
1	Sh. Kanshi Ram	To attend grievances on Toll free/short helpline number i.e. 1800 180 2068 and 1967. Maintain calls record, distribution of DBT forms. PR Godown	Sector-27 and 28, Daria, Maulijagan
2	Sh. Manoj Kumar	CPIO, RTI Branch, Nodal officer for court cases and Parliament questions and up-dation of RTI Annexures. To deal Complaints, Statistical, Monthly return under 20-Point Programme Sh. Kamalpreet Singh (DEO) to assist CPIO in typing and other filing work, in addition to his existing duties.	Ramdarbar, Indl Area Ph-II, Sector-49 to 54 & 57 to 61, Kajheri
3	Ms Rajni Bhargava	She was deputed in the MPLAD branch of the DC office. At present she is on ex-India leave.	--
4	Sh. Bhaljinder Singh	Posted at Food Safety Wing of the Health Department.	--
5	Sh. Neeraj Ghai	Incharge Ration Card Branch/ DBT: All work relating to ration cards, end-to-end computerization, Liasion / correspondence with NIC/ System Integrator, Smart Cards, website updation, CCTV cameras and bio-metric system. Activities/achievement related issues, e-Governance. <i>Additional duties in Labor Department</i> Computer Programmer will assist in the technical/IT related work of the Branch.	Burail, Sector-45. 
6	Sh. Sushil Chahar	National Food Security Act, 2013 and all other related work/court cases. Licensing Branch: Correspondence of foodgrains licensing/ stock limit etc., Kerosene/ Petroleum Products & related Court cases. Adani-IOCL Gas Pipe Line Project. <i>Additional duties in Excise & Taxation Department</i>	Attawa, Badheri, Buteria, Palsora, LBS Palsora, Sector-39 to 44, Sector-55 & 56
7	Sh. Amandeep Singh	Nodal Officer Consumer Affairs matters, Correspondence with GOI/FCI relating to TPDS. Incharge Mandi/Price Monitoring Cell: To record procurement/arrival, Rice Shellers. court cases related to branch. <i>Additional duties in Excise & Taxation Department</i>	Sector 1 to 9, 17 to 23, 36 to 38, 46, 47 & 48 Dadumajra, Maloya, Village Dhanas, and Village Kaimbwala

8	Sh. Lalit Kumar	Incharge Policies:- Standing Committee (Administrative Reform), Monthly ATR on EC Act, UID file, Central Plan Scheme (PDS training), Control orders and Constitution of Vigilance Committees under NFSA/TPDS and Civil Supplies Corporation, updation of Citizen Charter. Parliament Questions. <i>Duties in Legal Metrology Wing.</i> <i>Additional duties in MPLAD office.</i>	Hallomajra, LC-4, Industrial Area Phase-I
9	Sh. Ram Dass	To attend public at service window. To issue surrender/deletion certificates & maintain records. To maintain record of application forms received under NFSA. Sh.Mandeep Kumar, DEO will assist.	Sector-10 to 16, 24, 25, 29, 34, 35, Khuda Jassu, Khuda Lahora, Raipur Khurd, Raipur kalan, Makhanmajra, Behlana
10	Sh. Basheshar Singh	To attend public at service window and issuance of surrender/deletion certificate and maintain proper record thereof.	Sector-30 to 33, Rajiv Colony-38, Rajiv Colony-50, Sarangpur Khuda Alisher, ChandiKhust Ashram-47 and Faidan
11	Sh. Navneet Kumar	Nodal Officer for grievances received on the portal/website. Legal Metrology Wing: Calibration/Testing of Weighing Scales (NAWI), Petrol/CNG/LPG Fuel Dispensers, Fare meters, Static/In Motion Weighbridges, Capacity/Length Measures etc. Implementation of various Acts/Rules framed by GOI/Department <i>Additional duties in Excise & Taxation Department</i>	Manimajra, Indra Colony, Kishangarh, Bhagwanpura, Sector-26. 
12	Sh. Mohan Lal Gr.II	Duties assigned above.	CHB flats at Dhanas
13	Ms.Garima Sharma Manual Assistant	To assist inspectorate staff in Legal Metrology Branch	

Apart from the above mentioned work, any other work assigned by ADF&S/DF&SO. This is for strict compliance.


Additional Director Food & Supplies
and Consumer Affairs & Legal Metrology,
U.T., Chandigarh.

Endst No. DFSO-CH-Estt-2018/

Dated:

Copy is forwarded to PS to Director Food & Supplies and consumer Affairs and Legal Metrology U.T., Chandigarh, for kind information of Director.

sd/r
Additional Director Food & Supplies
and Consumer Affairs & Legal Metrology,
U.T., Chandigarh.

Endst No. DFSO-CH-Estt-2018/ *1746-48*

Dated: *1/8/18*

Copy is forwarded to following for information and necessary compliance:

1. District Food & Supplies and Consumer Affairs Officer, U.T., Chandigarh
- ✓ 2. To all concerned officials. They are directed to hand over/take over proper record from each other and also submit charge report in the office for record. For any lapse in handing over/taking over record, the concerned shall be held responsible.
3. The Computer Programmer for uploading on Departmental Website.

KTJ
Additional Director Food & Supplies
and Consumer Affairs & Legal Metrology,
U.T., Chandigarh *KTJ*