

Delhi Tourism & Transportation Development Corporation
18-A, DDA, SCO Complex, Defence Colony, New Delhi

F.No. PER/739/08/96/DTTDC/344
Dated : 23 May 2023

Office Order

Smt. Veena Verma, Manager is hereby nominated as 'Liaison Officer' on behalf of Delhi Tourism & Transportation Development Corporation Ltd. for filing various statements concerning all reserved categories to different authorities. In addition, she is required to maintain reservation roster and other details as per the instructions issued by the Government from time to time.

Smt. Veena Verma, Manager will also head the SC/ST Cell of the Corporation. A complaint register will also be maintained in SC/ST Cell under the supervision of Smt. Veena Verma, as Liaison Officer wherein an employee belonging to reserved category can register his /her complaint. Suitable follow up action will be taken by the Liaison Officer and the complaints will be disposed off.

The following officers, in addition to their present assignment, will continue to assist Smt. Veena Verma, for maintenance of roster and submission of required information to the concerned authorities.

1. Shri Mohan Singh, Dy. Manager- Member
2. Shri Narender Soni, Salesman Grade-1 Member

The above cell under the chairmanship of Liaison officer will also maintain the vacancy position roster and rosters for Divyang and share the authenticated and updated information with the dealing assistants of Personnel Division as and when required.

Further, the Liaison Officer will attend various meetings with NCSC and various departments on the subject.

This issues with the approval of the MD&CEO.

Smt. Veena Verma, Manager – Liaison Officer
Shri Mohan Singh, Dy. Manager- Member
Shri Narender Soni, Salesman Grade-1 Member

Copy to:

1. PPS to MD&CEO
2. PS to CVO
3. PS to GM
4. PS to FC
5. All Divisional Heads
6. . Manager (IT) : With the request to upload this order on the website of DTTDC
7. Notice Board
8. File

(Sunita Kumari Kaushik)
Chief Manager (Personnel)

Sunita Kumari Kaushik
23/05/2023
(Sunita Kumari Kaushik)
Chief Manager (Personnel)