

File No. A-22013/2/2011/ HRD-1
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi

Dated: 6th June, 2011

OFFICE ORDER NO. 54/2011

In pursuance to Department of Commerce Office Order No. 47/2011, dated 1st June, 2011, the following four Stenographers Grade 'C' of CSSS cadre of DGFT have assumed charge of the post of Stenographer Grade 'A & B' (merged) (Private Secretary) of CSSS on ad-hoc basis for a period upto 30.9.2011 or till the regular Steno. Grade 'A&B' (merged) (PS) of CSSS (PS) become available, whichever is earlier in the Office of DGFT (Headquarter), Udyog Bhawan, New Delhi and are taken on strength of the DGFT with effect from the dates mentioned against their names:

Sl. No.	Name	SL Year	Date of assumption of charge as Stenographer Grade 'A & B' (merged) (Private Secretary) of CSSS in DGFT (Hqrs.), New Delhi.
1.	Smt. Santosh Madan	1993	1.6.2011 (AN)
2.	Smt. Ajit Kaur	1994	1.6.2011 (AN)
3.	Smt. C. Thenmoli	1995	1.6.2011 (AN)
4.	Shri Vijay Kumar	1995	2.6.2011 (FN)

2. All terms and conditions of ad-hoc appointments of the above mentioned officials will remain the same as mentioned in para 2 (i) and 2 (ii) of the Department of Commerce Office Order No. 47/2011 dated 1st June, 2011.

(R.S. Bisht)
Deputy Director General of Foreign Trade
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Copy to:

1. Officers concerned.
2. Shri Rajiv Manjhi, Deputy Secretary, DoP&T, CS-II Division, New Delhi w.r.t. their O.M. No.4/2/2011-CS.II(A), dated 31.3.2011 and 13.4.2011 read with Department of Commerce Office Order No. 47/2011, dated 1st June, 2011.
3. Shri S.K. Sharma, Under Secretary, Department of Commerce, Udyog Bhawan, New Delhi w.r.t. their Office Order No. 47/2011, dated 1st June, 2011.
4. Accounts Officer, CPAO (DGFT), New Delhi.
5. E-II Section, Department of Commerce, Udyog Bhawan, New Delhi.
6. EDI - with the request to upload this order on this Directorate's website.
7. PPS to DG/PPS/PS to Addl.DG(AJ)/(VKS)/(VKG)/(NPSM)/SA(AM)/SA(DCS).
8. HRD-II&III/O&M/Gen./R&I/Vig./B&A/Cash/Reception.
9. Hindi Section for Hindi version.
10. Office Order File/Guard File/Personal Files/Service Books.