

Most Immediate

**No.6/45/2022 -EO (MM-I)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)**

North Block, New Delhi
Dated: 29th December, 2022

OFFICE MEMORANDUM

Ms. Pooja Jain, IAS (AGMUT : 2011), who was recommended for Central deputation by the Ministry of Home Affairs has been selected for appointment as Deputy Secretary in the D/o Personnel & Training, Delhi under the Central Staffing Scheme for a period of four years from the date of taking over charge of the post or until further orders, whichever event takes place earlier. She may kindly be relieved of her duties immediately with instructions to take up her new assignment in the D/o Personnel & Training.

2. It may be noted that as per ACC's directions conveyed in DoP&T's Circular No. 3/4/2004-EO(MM-I) dated 17th August, 2005, an officer should join the post within three weeks from the date of issue of DoP&T's appointment order, failing which the process of debarment from the Central Staffing Scheme shall be initiated.

3. Hindi version will follow.



(Nidhi Srivastava)

Deputy Secretary to the Government of India

**Ministry of Home Affairs,
(Shri Ajay K. Bhalla, Secretary),
New Delhi.**

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Copy forwarded for information & necessary action:-

1. D/o Personnel & Training (Ms. S. Radha Chauhan, Secretary), with the request to forward a copy of notification of appointment in respect of Ms. Pooja Jain, IAS (AGMUT : 2011), as and when the same is issued
2. PS to MOS (PP)/PSO to Secretary (P)
3. PPS to EO/DS(SM)/US(FA-UN)/SO(MM-I)/Guard file.
4. Ms. Pooja Jain, IAS (AGMUT : 2011) through Secretary, Ministry of Home Affairs.
5. Joint Director (OL) for providing Hindi version.



(Nidhi Srivastava)

Deputy Secretary to the Government of India