

**No.DGE-A-12015/02/2019-EE-III**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment**

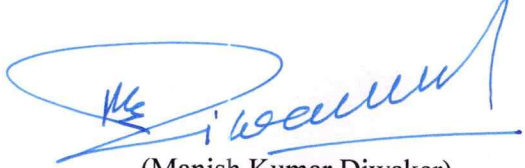
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Shram Shakti Bhawan,  
Rafi Marg, New Delhi-110001,  
Dated: 18.12.2025

**ORDER**

In exercise of the powers conferred under the Rule 12 of the Delegation of Financial Power Rules, 2024, Smt. Jayeta Gupta, SREO is hereby declared as Head of Office (H.O.O.) and Drawing & Disbursing Officer (D.D.O.) in respect of National Career Service Centre for SC/ST, Nagpur with immediate effect till further orders.

2. Smt. Jayeta Gupta, SREO, SREO is directed to forward three copies of her specimen signatures to the Pay & Accounts Officer, PAO, DGE, Ministry of Labour & Employment, New Delhi under intimation to this Directorate.
3. The officer, however, will not be entitled to any extra remuneration for these additional responsibilities.
4. This issues with the approval of competent authority.



(Manish Kumar Diwaker)  
Under Secretary to the Govt. of India  
Tel: 2347-3351

**Distribution:**

1. Smt. Jayeta Gupta, SREO, NCSC for SC/ST, Jabalpur.
2. SREO, NCSC for SC/ST, Nagpur.
3. The Pay & Accounts Officer, DGE, M/o Labour & Employment, New Delhi.
4. PPS to DDG (E).
5. PA to Directors of Employment, DGE (Hqrs).
6. JD (SS) to upload the same on DGE website.
7. All NCSC for SC/ST under the DGE.
8. B.P. Section/PC(E)/EE-III(S) Sections, DGE(HQ)
9. Personal File of the Officer.
10. Office Order Folder.