

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF FOOD, SUPPLIES & CONSUMER AFFAIRS**

**Administration Branch (Head Quarter)**

Room No. 305, 3<sup>rd</sup> Floor, K-Block, Vikas Bhawan,

I.P. Estate, New Delhi-110002

E-mail (fsoadmn305@gmail.com)

No.F.9(65)/2023/F&S/Admn./Misc./ 1374-85

Dated: 01/07/25

**ORDER**

In supersession of this department's Order No. F.9(65)/2023/F&S/Admn./Misc./752-756 dated 17.04.2025 and as pursuant to the direction in the Minutes of Meeting of the Senior Officers of GNCT of Delhi held on 07.06.2025 under the Chairmanship of Chief Secretary, Delhi, the Competent Authority, Department of Food, Supplies & Consumer Affairs has directed the Setting up of a Centralized Control Room in the Department of Food, Supplies & Consumer Affairs, which shall function on a 24x7 basis.

The Centralized Control Room shall continue to function round the clock (24x7), including on Saturdays/Sundays and Gazetted holidays and the deployed staff shall ensure timely reporting, coordination and communication of all matters to the concerned authority. The Staff have also assigned the work of receiving important references, letters & files from Minister's Office and various Departments of Government of NCT of Delhi during Saturdays & Sundays and Gazetted Holidays in addition to the Centralized Control Room duty.

The timings of shift duty of the Centralized Control Room is mentioned as under:

First Shift	Second Shift	Third Shift
06:00 AM to 02:00 PM	02:00 PM to 10:00 PM	10:00 PM to 06:00 AM

The Centralized Control Room will replace the existing departmental Control Room and shall manned by the following staff on a rotational basis.

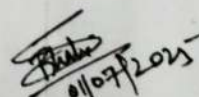
Sr. No.	Shift Duty	Staff member
1.	06:00 AM to 02:00 PM & 02:00 PM to 10:00 PM	One staff member from the Ministerial Category (Senior Assistant/ Junior Assistant).  One staff member from Class-IV (Peon/MTS).
2.	10:00 PM to 06:00 AM	Two staff members from Class-IV (Peon/MTS).

The FSO (R&I) shall also look after the charge of FSO (Centralized Control Room). Further, staff for the shift duty at Sr. No. 1 shall be provided by the Administration Branch (HQ), F&S Department, and for the shift duty at Sr. No.2, the FSO, General Branch (HQ) shall deploy its staff as per their existing arrangements.

The officials/staff will be granted compensatory leave in lieu of performing the duty of Centralized Control Room, Department of Food, Supplies & Consumer Affairs on Saturdays & Sundays and Gazetted Holidays.

No TA/DA will be granted on performing the duty of Centralized Control Room, Department of Food, Supplies & Consumer Affairs.

This issues with the prior approval of the Competent Authority.

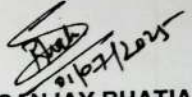
  
(SANJAY BHATIA)

FOOD AND SUPPLY OFFICER (ADMN.)

3931/SS/HT  
21/7/25

Copy for information and necessary action to:

1. PS to Addl. Chief Secretary-cum-Commissioner/ Spl. Commissioner, F&S Department, GNCTD.
2. Chairperson, NDMC, Palika Kendra, New Delhi.
3. Joint Secretary (GAD), General Administration Department, GNCTD, Level-2, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
4. All Assistant Commissioners, F&S Department, GNCTD.
5. DCA/AO, F&S Department, GNCTD.
6. Sr. System Analyst/ System Analyst, F&S Department, GNCTD.
7. Assistant Commissioner, General Branch, Head Quarter, with the request to make necessary arrangements for Centralized Control Room (24x7) in F&S Department, GNCTD.
8. All Branch In-charges, Head Quarter, F&S Department, GNCTD with the direction to bring these Order into notice of their staff.
9. All FSOs, All Circles, F&S Department, GNCTD with the direction to bring these Order into notice of their staff.
10. FSO, R&I Branch, Head Quarter, F&S Department, GNCTD.
11. FSO, General Branch, Head Quarter, F&S Department, GNCTD
12. Guard file.

  
(SANJAY BHATIA)

FOOD AND SUPPLY OFFICER (ADMN.)

Pl. upload.

Ravi/Krishna  
DA

Kujin  
03/7/2025