

### JOB CARD OF MISCELLANEOUS BRANCH

Sr. No.	Name & Designation	Assignments
1.	Smt. Sarita Thakur, Sr. Asstt.	<ol style="list-style-type: none"><li>1. Correspondence relating to various Meetings viz. Efficiency in Admn., J.C.C. Meeting ,District Level Functions meeting, Gaddi Kalyan Board meeting, Gorkha Kalyan Board meeting etc., Hon'ble NHRC, Hon'ble H.P. Vidhan Sabha Welfare Committee, House Allotment Meeting.</li><li>2. Any work assigned by the Superiors.</li><li>3. Over all Incharge of Branch.</li></ol>
2.	Shri Kishori Lal, Jr. Assistant	<ol style="list-style-type: none"><li>1. Correspondence relating to Allotment of Govt. residential accommodation, Office accommodation, Rent Deductions, Issuance of NAC/RRC , Shooting Permission, Correspondence relating to Special Area Development Authority, Khajjiar , Correspondence relating to construction of Helipads, JCC Employees Union Meeting.</li><li>2. Any work assigned by the superiors.</li></ol>
3.	Shri Kavinash, Clerk	<ol style="list-style-type: none"><li>1. Correspondence regarding VVIPs Tours, State Guests, NOC of Beer Bar, Memorandum submitted by the various delegations, Correspondence relating to Awards, Correspondence relating to Welfare, Education, Sainik Welfare Board , Public relation department/Printing Press Correspondence relating to Cinema/Cable T.V Network, Freedom Fighters.</li><li>2. Any work assigned by the superiors.</li></ol>

  
**(Sunayana Sharma), HPAS,  
Assistant Commissioner to  
Deputy Commissioner, Chamba.  
Tel. No. 01899-222408.**