

Job Chart PA to ADM O/o D.C. Chamba.

Name of Post	Job Chart
Smt. Dinesh Nandni, Personal Assistant	<ul style="list-style-type: none">-To handle files/maintain records of confidential nature.-To take dictation in both English and Hindi and to transcribe the same on English /Hindi using typewriters/Computers.-To type demi-official letters, secret, confidential and important letters of the officers.-To attend the office telephones courteously and to connect the outside calls.-To arrange telephonic talk of the officer with other authorities as per directions of the officer-To maintain engagement diary of the officer.

Dinesh

Dinesh Nandni, PA
to ADM O/o DC
Chamba.