

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT OF NCT OF DELHI**  
**ADMINISTRATION BRANCH**

No:GA/1020/4/Admn/2021/D- 43

Date: 15/1/21

**CIRCULAR**

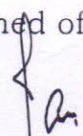
The tentative seniority list of Private Secretaries worked/ working in the Delhi Urban Shelter Improvement Board, Govt of NCT of Delhi, on regular basis as on date is being published herewith for general information (Annexure-A).

The concerned officers may submit their objections if, any, they have to the Dy. Director (Admn.) within 7 days from the date of issue of this circular. The objections may be submitted in the form prescribed in Annexure 'B' appended herewith. The objections received after the stipulated period or in any other form may not be entertained. The information given in the columns of the seniority list as per available records & may be liable to amendment on the basis of information furnished by the concerned officers.

Each officer claiming to belongs SC/ST may be requested to inform the fact within the stipulated period along-with necessary documents and evidence, failing which it may be presumed that he is not a member of SC/ST and his seniority may be fixed as per Govt. of India's instructions on the subject.

Due note will be taken of the fact whether an officer is confirmed or temporary and his position in the seniority list may be finalized in accordance with the Govt. of India's order on the subject.

It may also be noted that each concerned officers may be held responsible in case any of the entries in the tentative seniority list are incorrect or missing and the same has not been pointed out by the concerned officer.


  
Dy. Director (Admn)

**Encl: Annexure 'A' & 'B'**

**Distribution:-**

1. PS to CEO for information.
2. PS to Member (Admn/ Finance/ Engineering) for information.
3. PA to CVO for information
4. All Directors
5. B&FO
6. All SEs/EEs
7. All Dy. Directors/ System.
8. Liaison Officer SC & ST.
9. Welfare Officer.
10. Guard file/ Office copy.

Diary No. 42  
Date 18.1.21  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

  
18.1.2021

S. Deepak - Pory

**Tentative Seniority List of Private Secretary worked/ working in DUSIB**

Name of the officials S/Sh/Smt/Ms.	Date of Birth	Date of Appointment as PS/PA	Merger of Cadre PA/PS vide order No. D-81 dated 12.02.2001. w.e.f 27.9.2000. As such PS w.e.f.	Educational Qualification	Section/ Branch in Which Working	Whether belong to SC & ST, if no, say neither	Remarks
W.C. Gandhi	.....	28.08.1987	NA	.....	.....	.....	Retired
Sehdev Kumar Gupta	10.05.1947	05.04.1995	NA	B.A.	.....	.....	VRS on 16.01.20
Anand Parkash	02.03.1947	05.04.1995	NA	B.A.	.....	.....	Retired
Ashok Bhatia	12.03.1953	05.04.1995	NA	B.A.	.....	.....	Retired
K.N. Kandpal	07.12.1948	17.06.1998	NA	Inter	.....	ST	Retired
R.K. Parashar	08.05.1952	01.01.1996 PA	27.9.2000	Inter	.....	Neither	Retired
Hitesh Saxena	25.10.1951	01.01.1996 PA	27.9.2000	B.A.	.....	Neither	Retired
Asha Bhardwaj	31.03.1953	01.01.1996 PA	27.9.2000	B.A.	.....	Neither	Retired
Kusum Kathuria	14.01.1957	01.01.1996 PA	27.9.2000	M.A.	.....	Neither	Retired
Prem Singh	08.06.1962	01.01.1996 PA	27.9.2000	Sr. School Certificate	.....	SC	Expired
Jagdev Singh	20.08.1967	01.01.1996 PA	27.9.2000	B.A.	Member (Admn)	SC	.....
Rajni Srivastava	13.08.1961	01.01.1997 PA	27.9.2000	B.A.	CE-1	Neither	.....
Prem Singh	07.03.1958	01.01.2000 PA	27.9.2000	Inter	.....	Neither	Retired
Kusum Lata	22.08.1961	01.01.2000 PA	27.9.2000	M.A.	.....	Neither	Expired
Inder Pal Kaur	26.04.1992	01.01.2000 PA	27.9.2000	M.Com.	Dir (Rehab)	Neither	.....
Harvinder Singh	24.12.1963	01.01.2002	NA	B.Com. (P)	Property	Neither	.....
Neelam Rawal	01.04.1962	01.01.2002	NA	B.A. (P)	Dir (Admn)	Neither	.....
Raj Kumari	04.01.1963	01.01.2002	NA	B.A. (P)	.....	Neither	VRS on 16.08.200
Saroj Mehtani	01.01.1963	01.01.2008	NA	B.Sc. (Home Sc.)	CEO (Office)	Neither	.....
Shiv Kumar Verma	01.02.1960	01.01.2008	NA	B.A.	.....	Neither	Retired
Chander Prabha	20.01.1962	01.01.2008	NA	B.A. (Hons.)	SE-2	Neither	.....

*[Handwritten Signature]*

Parvinder Kaur	09.08.1963	01.01.2009	NA	B.Sc. (Genl.)	SE (Elect)	Neither	.....
Chanchal Kumari	19.07.1960	01.01.2009	NA	B.A.	.....	Neither	Retired
Anita Gaba	24.04.1961	01.01.2012	NA	M.A.	Dir (P&M)	Neither	.....
Ramesh Kumar Sharma	04.06.1963	01.01.2012	NA	B.A.	CEO (Office)	Neither	.....
Chandra Motwani	30.11.1960	01.01.2012	NA	B.A.	SE (QC)	Neither	Retired
Kiran Bhandari	09.01.1962	21.02.2014	NA	B.Com. (P)	Inquiry Officer	Neither	.....

Dy Director (Admn)

**ANNEXURE 'B'**

FORM OF OBJECTION TO TENTATIVE SENIORITY LIST OF \_\_\_\_\_

1. A) Name of the official : \_\_\_\_\_  
B) Father's Name : \_\_\_\_\_
2. Post held at present : \_\_\_\_\_  
(Specify if other than the categories mentioned in Annexure 'A')
3. Branch office in which presently working : \_\_\_\_\_
4. A) Particulars of objecting officials as per seniority list are correct/incorrect : \_\_\_\_\_  
B) If particulars noted in the seniority list are incorrect: \_\_\_\_\_

The correct particulars are noted below:-

Sl. No.	Name & Father's/Husband Name	Date of Birth as per school Certificate Metric/Hr. Sec. Certificate	Highest level of Academic qualification attained from recognized Board/University	Dt. Of Apptt. In the present grade	Whether permanent or Temporary	Whether belongs to SC/ST

N. B. Please refer to instructions contained in the circular before furnishing the information.

5. Specific objections (Strike out items not applicable.)
  1. a) The date of promotion is incorrect and the seniority is to be fixed on the basis of correct date of promotion as indicated in 4 (b).  
b) The following evidence in support of (a) above and enclosed.
  2. a) I belong SC/ST as specified in 4 (B) above, and the seniority is to be fixed as per prescribed roster of the Govt. of India.  
b) The following evidence in support of (a) above is enclosed.
  3. a) In a permanent \_\_\_\_\_ as specified in 4 (b) above and my seniority is to be fixed as per the orders of Govt. of India on the subject.  
b) The following evidences in support of (a) above is enclosed.

P.T.O.

4. a) Any other objection.

b) The following evidence in support of (a) above is enclosed.

5. As per the above objection, my seniority should be fixed as follows:

Above Sh. \_\_\_\_\_ presently placed at Sl. No. \_\_\_\_ vide annexure 'A' of the Circular and

Below Sh. \_\_\_\_\_ presently placed at Sl. No. \_\_\_\_ vide annexure 'A' of the Circular and

6. DECLARATION:-

The particulars furnished above are correct. I understand that in case any of these proves incorrect or if it transpires that I have suppressed the fact of any of the particulars noted in annexure 'A' of the circular being incorrect. I am liable to disciplinary action.

NAME: \_\_\_\_\_

BRANCH OFFICER: \_\_\_\_\_

DATED: \_\_\_\_\_