

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

No:GA/1020/4/Admn/2021/D- 45

Date: 18/1/2021

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 15 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. 46 20(54)
Date 18/1/2021
Computer Division (DUSIB)
Govt. of NCT of Delhi

Sh. Anand - Am

| | | | | | | | |
|---------------------|------------|------------|----|---------------|-----------------|---------|---------|
| 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)

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 16.01.2000 |
| 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 16.03.2000 |
| Saraji 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 | |

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|---------------------|------------|------------|----|---------------|-----------------|---------|---------|
| 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)

FORM OF OBJECTION TO TENTATIVE SENIORITY LIST OF PRIVATE SECRETARY

1. A) Name of the officer : _____
 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 officer 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 |
|---------|------------------------------|---|---|------------------------------------|--------------------------------|--------------------------|
| | | | | | | |
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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: _____