

CIRCULAR

A Final Seniority List of Head Clerks was issued on 16.12.2008 vide circular no. GA/1020/2/2000/Admn/D-1146. Further a tentative seniority list was issued on 25.5.2016 wherein certain objections were received, which, however, could not be finalized. In the meantime more UDCs have been promoted to the post of Head Clerk.

Further, a tentative seniority list of Head Clerks promoted w.e.f. 3.6.2016 onwards is hereby circulated as Annexure-A for inviting objection from the concerned officials in Annexure-B so that a consolidated Final Seniority List could be published.

The concerned officers may submit their objections if, any, they have to the Dy. Director (Admn.) within 07 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 official 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 official 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. Dy Director (System). *for upload*
7. Liaison Officer SC & ST.
8. Welfare Officer.
9. Guard file/ Office copy.

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Diary No. 116
Date: 23/2/2024
Computer Division (DUSIB)
Govt. of NCT of Delhi

FORM OF OBJECTION TO TENTATIVE SENIORITY LIST OF HEAD CLERKS

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.

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: _____

TENTATIVE SENIORITY LIST OF HEAD CLERK

Sl. No.	Name of Officials/Sh./Smt.	Father's/Husband Name	Educational Qualification	Date of Birth	Date of Appointment as UDC	Date of Appointment as Head Clerk/ Assistant	Whether SC/ST	Remarks
1	Smt. Sudesh Saluja	Sh. Bhagat Ram	BA	28.08.1959	25.10.1989	03.06.2016	Retd
2	Sh. Mahender Kumar	Sh. Jaman Lal	M.Com	07.02.1960	25.10.1989	03.06.2016	Retd
3	Smt. Alka Bhagat	Sh Suresh	BA	11.12.1962	25.10.1989	30.12.2016
4	Smt. Shakuntala Rawat	Sh Virender Singh Rawat	B.Com	03.12.1962	25.10.1089	30.12.2016
5	Smt. Vijay Kumari	Sh. Shish Pal Biwal	12 th	20.06.1965	25.10.1989	15.01.2016	SC
6	Sh. Dinesh Kumar Sharma	Sh Shyam Sunder Sharma	B.Com	28.11.1957	14.08.1991	30.12.2016	Retd
7	Smt. Amrita Chatrath	Sh. R.K. Chatrath	Hr Sec	31.07.1958	14.08.1991	30.12.2016	Retd
8	Smt. Rekha Srivastava	Sh. Sanjay Srivastava	BA	10.09.1958	14.08.1991	30.12.2016	Retd
9	Smt. Sunita Kumari	Sh. Suresh Kumar	12 th	27.11.1960	12.10.1990	01.02.2017
10	Sh. Surender Singh	Sh. Umed Singh	BA	15.05.1965	25.10.1989	01.01.2018	Retd
11	Sh. Satya Pal	Sh Hari Singh	Sr. Sec	01.04.1959	25.10.1989	01.01.2018
12	Sh. Hoshiyar Singh	Sh. Budh Ram	Hr. Sec	02.01.1962	12.10.1990	01.01.2018
13	Sh. Satbir Singh	Sh Man Singh	BA	15.06.1961	14.08.1991	01.01.2018	Retd
14	Sh. Sushil Kumar Sharma	Sh R.C. Sharma	B.Com	29.05.1959	12.10.1990	01.02.2018
15	Sh. Ramesh Chand	Sh Bhikari Lal	SSC	01.01.1959	12.10.1990	01.03.2018	SC	Retd
16	Sh. Kanchi Lal	Sh Karuti Mal	Inter	02.01.1959	12.10.1990	01.04.2018	SC	Retd
17	Sh. Kanhaiya Lal	Sh Diwan Singh	BA	25.01.1959	12.10.1990	01.06.2018	SC	Retd
18	Smt. Jaspal Kaur Pant	Sh K.R. Pant	B.Com	04.04.1959	14.08.1991	01.09.2018	Gen	Retd
19	Smt. Rekha Kakkur	Sh Anil Kakkur	B.Com	11.05.1961	01.08.1997	01.01.2020
20	Sh. Ramdhar Mehto	Sh Achraj Mehto	Inter	28.03.1963	01.08.1997	01.01.2019	ST

ANNEX

21	Smt. Sehnaaz Farid	Sh Khan Mohammad Farid	12 th	24.02.1963	23.03.1999	01.01.2020
22	Smt. Anuradha Ajmani	Sh Sushil Ajmani	BA	17.03.1961	23.03.1999	01.01.2020
23	Sh. Ganga Prasad	Sh Prakash Chand	Inter	20.04.1962	14.08.2000	01.01.2020
24	Sh. Pramod Kumar	Sh Asha Ram	SSC	29.06.1962	14.08.2000	01.01.2019	SC
25	Smt. Rani Anand	Sh Guru Charan Singh	BA	24.10.1962	14.08.2000	01.01.2020	PH
26	Sh. Raju Lal Meena	Sh M.L. Meena	BA (2nd Year)	10.05.1963	14.08.2000	01.01.2020	ST
27	Sh. Mahender Raj	Sh Megh Raj	BA	05.04.1962	05.07.2001	01.01.2020	SC
28	Sh. Kamaljeet	Sh H.M. Ramsinghani	BA	12.05.1964	23.04.2002	01.01.2020
29	Sh. Sanjeev Handa	Sh Jagmohan Handa	M.Com	06.09.1966	23.04.2002	01.01.2020
30	Sh. Dileep Kumar	Sh Shyam Prakash	BA	02.01.1962	23.03.1999	27.02.2020	Retd.
31	Sh. Naresh Kumar Jain	Sh H.C. Jain	B.Com	26.01.1961	07.05.2010	01.01.2021
32	Sh. Satpal Singh Yadav	Sh Madu Singh Yadav	B.Com	07.07.1963	07.05.2010	01.01.2021
33	Sh. Ramakant Sharma	Sh Mahabir Sharma	Sr. Sec.	10.02.1964	01.06.2010	01.01.2021
34	Sh. Chamam Lal Ranot	Sh Sohan Lal	Matric	23.10.1966	01.06.2010	01.01.2021	SC
35	Smt. Veena Sharma	Sh Rajesh Sharma	BA	15.01.1967	01.06.2010	01.01.2021
36	Smt. Lata Rani	Sh Dayala Prasad	BA (Hons)	12.06.1965	01.06.2010	01.01.2021	SC
37	Smt. Sumita Malhotra	Sh Harish Malhotra	BA	18.08.1964	01.06.2010	12.02.2021
38	Sh. Alok Kumar	Sh Prem Kumar	BA	10.05.1963	01.06.2010	12.02.2021