

DELHI URBAN SHELTER IMPORVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ADMINSTRATION BRANCH)

No. GA/1020/(1)/Admn/2016/D- 961


Date : 26/12/22

OFFICE MEMORANDUM

A copy of the draft Seniority List of Head Clerks in the Delhi Urban Shelter Improvement Board, Govt. of NCT of Delhi, on regular basis as on date, is enclosed (**Annexure - A**).

2. Objections against the list, if any, may be submitted in writing in the prescribed proforma (**Annexure -B**) in 10 days from the issuance of order. The objections received after the stipulated date or in any other format shall not be entertained. In case no objection is received by the stipulated date, the seniority list will be treated as **Final**.
3. This issues with the approval of the Competent Authority.

Encl : Annexure 'A' & 'B'


Dy. Director (Admn)


All concerned Head Clerks (by name)

Copy for information to :

1. PS to CEO(DUSIB)
2. PS to Member (Admn)
3. All Chief Engineers
4. All SEs/Ex. Engineers
5. Dy. Director (System) with request to upload the same on the web-portal of DUSIB
6. Notice Board.
7. Guard file/office copy.

Programmer

pl. upload


26/12/2022

Diary No. 1446 22(Sys) 38
Date 26/12/22
Computer Division (DUSIB)
Govt. of NCT of Delhi

TENTATIVE SENIORITY LIST OF HEAD CLERKS

Annexure - A

S.No.	Seniority No.	Name of Officials	Educational Qualification	Date of Birth	Date of Appointment as UDCs	Date of Appointment as Head Clerks	Whether SC/ST	Remarks
1	138	Sh. Manoj Kumar Jain	B.Com	16.06.1964	01.06.2010	09.04.2021	-----	----
2	139	Sh. Rajesh Sharma	Higher Secondary	19.08.1966	01.01.2011	14.09.2021	-----	----
3	140	Sh. Ashok Kumar	B.Com	04.04.1963	01.01.2011	14.09.2021	-----	----
4	141	Sh. Vasudev Kumar Handa	B.Com	14.03.1963	01.01.2011	22.10.2021	-----	----
5	142	Smt. Vijaya Krishna Kumar	Higher Secondary	23.07.1965	01.01.2011	22.10.2021	-----	----
6	143	Sh. Krishan Kumar	Senior Secondary	01.01.1961	01.01.2011	22.10.2021	-----	----
7	144	Sh. Kushlanand Gairola	B.A.	15.06.1963	01.01.2011	22.10.2021	-----	Retired
8	145	Smt. Kavita Ragta	B.A.	16.04.1968	01.01.2011	22.10.2021	-----	----
9	146	Smt. Neeru Malhotra	B.Sc.	24.10.1964	01.01.2011	11.11.2021	-----	----


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 name	Date of Birth as per school leaving certificate/ matric/Hr. sec certificate	Highest level of academic Qualification attained from recognized board/university	Date of apptt in the present grade	Whether SC/ST	Whether permanent or temporary	Remarks

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 above in 4(b)

(B) the following evidence in support of (a) above is encl.

2. (A) I belong to SC/ST as specified in 4 (b) above, and the seniority is to be fixed as per prescribed roster of the Govt.

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

3. (A) I am a permanent ----- as specified in 4(b) above and my seniority is to be fixed as per the orders of Govt on the subject.

(B) The following evidence in support of 4(a) above is enclosed.

4. (A) any other objection.

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

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

Above : Shri-----presently placed at Sl.No.-----

Vide annexure 'A' of the Circular and

Below : Shri-----presently placed at Sl.No.-----

Vide annexure 'A' of the circular.

6. Declaration:

The particulars furnished by me are true and correct.