

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

No. GA/1120/1/99/Admn/Vol-II/D-05-

Date: 03/01/2023

**OFFICE ORDER**

On the recommendations of Departmental Promotion Committee, the Competent Authority, DUSIB vide order dated 03.01.2023 is pleased to promote the following Personal Assistants to the post of Private Secretary in Pay Matrix Level – 08 on regular basis with immediate effect and notionally from the date mentioned against their names :

S.No	Name of the Personal Assistants	Date of Notional promotion to the post of Private Secretary
1	Sh. Rajender Khanna	01.04.2022
2	Sh. Mukesh Kumar	01.05.2022
3	Smt. Rajni Sobti	01.06.2022
4	Smt. Poonam Gosain	01.06.2022

It is further added that :

- The effective dates for above recommendation for promotion to the post of Private Secretary is for seniority purpose only.
- No financial benefits, whatsoever, including notional fixation of pay will be given to the Officer from effective date of notional promotion.
- The consequential benefits of promotion to the post of Private Secretary will, however, be made from the date of joining to the post of Private Secretary.
- They will be on probation for a period of two years.

The Officers may exercise their option with regard to fixation of pay, if any, as per FR 22 (1)(a)(1) within one month from date of issue of this order.

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(R.K. Sharma)  
Dy. Director (Admn)

**Distribution :-**

- All Directors/S.Es/B&FO
- Officer Concerned
- All Dy. Directors/Ex. Engineers/Law Officer/DCAs
- AO(HQ)/PF/Medial
- Dy. Director (Estt./Admn)
- PF/SB of Officer Concerned
- Office Copy / Guard file

DDC Systemy

Res used.

5.1.23

**Copy for information to :**

- P.S. to CEO, DUSIB
- P.S. to C.V.O., DUSIB
- P.S. to Member (Admn), DUSIB

Sh. Deepa

Diary No. 17 CDD 848 1/P  
Date 5/1/2023  
Computer Division (DUSIB)  
Govt. of NCT of Delhi