

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

No. GA/1020/01/2016/Admn/D- 1004

Date : 22/12/23


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 herewith (**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'

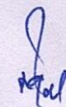
  
(U.M. Rao)  
Dy. Director (Admn)

All concerned Head Clerks (By name)

Copy for information to :


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

Diary No. 1267/0045D4P  
Date. 27/12/23  
Computer Division (DUSIB)  
Govt. of NCT of Delhi

ADCP   
27/12

pl. upload.

Programmer

  
29/12/23

TENTATIVE SENIORITY LIST OF HEAD CLERKS

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	147	Vinod Kumar	Inter	01.08.1967	07.05.2010	01.04.2019	SC	----
2	148	Mukesh	B.A.	20.01.1965	01.01.2011	01.01.2022	----	----
3	149	Poonam Jindal	B.Com	10.10.1965	01.01.2011	01.01.2022	----	----
4	150	Urmilla Rani	Matric	18.03.1967	01.01.2011	01.01.2022	SC	----
5	151	Kanwar Singh	B.A.	28.04.1965	01.01.2011	01.02.2022	SC	----
6	152	Shagan Lal	M.A.	03.10.1963	01.01.2011	01.03.2022	SC	Retired
7	153	Virender Kumar	B.Com (Pass)	05.04.1967	01.01.2011	01.03.2022	SC	----
8	154	Anju Rai	M.A.	29.04.1966	01.01.2012	01.05.2022	----	----
9	155	Krishna Sharma	B.A.	06.06.1966	01.01.2012	13.05.2022	----	----
10	156	Bal Kishan Kapoor	B.Com	28.09.1967	01.01.2012	01.07.2022	----	----
11	157	Babita Halder	B.A.	12.04.1969	01.01.2012	01.07.2022	SC	----
12	158	Surender Singh	Inter	06.07.1964	31.12.2012	01.08.2022	----	----
13	159	J.P. Gandhi	B.Com(P)	24.11.1968	31.12.2012	01.08.2022	----	----
14	160	Rakesh Kumar	B.Com	22.06.1969	31.12.2012	01.11.2022	----	----
15	161	Rajnish Saxena	B.Com (P)	22.02.1979	28.05.2013	01.12.2022	PH	----
16	162	Suresh Kumar	B.A.	28.04.1965	31.12.2012	07.12.2022	SC	----
17	163	Rajni Vashisht	B.Com	10.08.1969	31.12.2012	01.01.2023	----	----
18	164	V.P. Manoharan	B.A. & Post Graduate Diploma in Business Administration	06.05.1966	31.12.2012	01.03.2023	----	----
19	165	M. Geetha Kumari	B.A. Pass	28.07.1966	31.12.2012	13.04.2023	----	----
20	166	Bhuvan Chand Arya	B.A.	31.01.1966	31.12.2012	01.05.2023	SC	----
21	166	Gurtej Singh	B.A. (H)	28.08.1966	31.12.2012	02.05.2023	----	----
22	167	Ravi Kumar	12 <sup>th</sup> pass	05.04.1973	31.12.2012	01.07.2023	SC	----
23	168	Sanjay Kumar	B.A.	09.02.1974	31.12.2012	01.11.2023	SC	----

(U.M. Rao)  
Dy. Director (Admn)

**ANNEXURE 'B'**

**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 Memc/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

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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

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 \_\_\_\_\_