

दिल्ली शहरी आश्रय सुधार बोर्ड
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
(स्थापना शाखा)

NO: Estt. Sec./DUSIB /2024/D- 866

Dated:- 15/10/24

CIRCULAR

As per the information received from respective DDOs till date in response to this office circular No. Estt.Sec/DUSIB/2024/D-614 dated 26.07.2024, the following officers/officials are going to be retire from the services of Delhi Urban Shelter Improvement Board, during the period w.e.f. January 2025 to December 2025.

S. No.	Name with Parentage	Designation	Section from which Drawing Salary	Date of Retirement
1	Sh. Virender Singh	UDC	EE, C-2	31.01.2025
2	Sh. Guru Prasad	Work Subordinate	EE, C-2	31.01.2025
3	Sh. Rohtash Malik S/o Sh. Kidar Singh	UDC	AO (HQ)	31.01.2025
4	Sh. Mahavir Singh S/o Sh. Triloki Natha	Ferro Printer	EE, C-3	28.02.2025
5	Sh. Pradumna Saraswat S/o Sh. Brij Kishor Saraswat	Ex. Engineer	EE, C-4	31.03.2025
6	Sh. Narender Kumar S/o Sh. Ramesh Kumar	R/W/C Chowkidar	EE, C-4	31.03.2025
7	Sh. Om Prakash S/o Sh. Babu Ram	Security Guard	AO (HQ)	31.03.2025
8	Sh. Kanwar Singh S/o Lt. Sh. Murari Lal	Asstt. Director	AO (HQ)	30.04.2025
9	Sh. Suresh Kumar S/o Sh. Sarpat Singh	Head Clerk	AO (HQ)	30.04.2025
10	Sh. Indra Singh Rawat S/o Lt. Sh. Raje Singh	UDC	AO (HQ)	30.04.2025
11	Sh. Pradeep Chandola S/o Sh. D.N. Chandola	Dy. Director	AO (HQ)	30.04.2025
12	Sh. Trilok Chand S/o Sh. Kanta Parsad	Asstt. Engineer (Civil)	SE-III	30.04.2025
13	Sh. Desh Raj	Draftsman Grade-II (Civil)	EE,C-5	31.05.2025
14	Sh. Mukesh Chand Sharma S/o Sh. Ravi Dutt Sharma	R/W/C Asstt. Supervisor	EE,C-3	31.05.2025
15	Sh. Chhatta Ram S/o Sh. Ram Bakash	Naib Tehsildar (CDC)	AO (HQ)	31.05.2025
16	Sh. Surender Singh S/o Sh. Umed Singh	Assistant Director	AO (HQ)	31.05.2025
17	Sh. Indra Pratap Pandey	LDC	EE.E-I	30.06.2025
18	Smt. Rajni Sobti W/o Sh. J.S. Sobti	Private Secretary	AO (HQ)	30.06.2025
19	Sh. Vijay Pal	R/W/C Mali	Horticulture	31.07.2025
20	Smt. Neeru Mehndiratta W/o Sh. Rakesh Mehndiratta	Asstt. Director (System) (CDC)	AO (HQ)	31.07.2025
21	Sh. Raj Kumar S/o Sh. Meer Chand	Peon	AO (HQ)	31.07.2025
22	Sh. Subhash Chand S/o Sh. Ram Chandra	Asstt. Director (Planning)	AO (HQ)	31.07.2025
23	Sh. Vijay Pal S/o Sh. Satya Pal Singh	Driver	AO (HQ)	31.07.2025
24	Sh. Attar Singh S/o Sh. Raja Ram	Head Security Guard	AO (HQ)	31.08.2025
25	Sh. Uma Mahesh Rao S/o Sh. M. Gopal Rao	Dy. Director	AO (HQ)	30.09.2025
26	Sh. Raj Kumar Rathi S/o Sh. Jai Chand Rathi	UDC	EE, C-7	31.10.2025
27	Sh. Mukesh Pal Singh S/o Sh. Jai Dev Singh	Ex. Engineer	EE, Coord.	31.10.2025
28	Smt. Poonam Jindal W/o Sh. Ravi Kant Jindal	Asstt. Director	AO (HQ)	31.10.2025
29	Sh. Rakesh Kumar Kanojia S/o Sh. L.C. Kanojia	Asstt. Director (Planning)	AO (HQ)	31.10.2025
30	Sh. Ramesh Kumar S/o Sh. Sant Ram	Despatch Rider	AO (HQ)	31.10.2025
31	Smt. Anuradha Jain W/o Sh. Ajay Kumar Jain	A.O.	AO (HQ)	30.11.2025
32	Sh. Rajiv Jindal S/o Sh. Ram Avtar Gupta	A.O.	AO (HQ)	30.11.2025
33	Sh. Rajesh Kumar S/o Sh. Shambhu Prasad Singh	R/W/C Office Clerk (Mate)	EE, C-7	30.11.2025
34	Sh. Ram Virikesh S/o Sh. Danlat Yadav	R/W/C Chowkidar	EE,C-10	31.12.2025
35	Sh. Rajender Khanna S/o Sh. Mohan Lal Khanna	Private Secretary	AO (HQ)	31.12.2025

Diary No. 930 DP(17) SP
Date 16/10/24
Computer Division (DUSIB)
Govt. of NCT of Delhi

In order to timely release of Pensionary dues to the retire Officers/Officials, the following codal formalities are to be completed:

1. Vigilance Clearance Report from MCD/DDA/DUSIB as the case may be.
2. Reports with regard to the **Advances**, if taken by the retire Officers/Officials from respective Accts. Officers.
3. No Dues Certificates from the respective Head of Section or Divisional Offices.
4. Reports with regard to the staff quarter if allotted to the retiree Officers/Officials, no dues certificate from Delhi Jal Board and BSES etc. and copy of the same be endorse to the AO (HAU) so that the necessary recovery may be made from the Officers/Officials.
5. No. Dues Certificate from Accounts Officer (Medical).
6. Verification of Service of the retiree Officers/Officials by the respective DDOs.
7. Verification of Leave Accounts of the retiree Officers/Officials by the respective DDOs.
8. All the Head of Department are requested to issue the office order with regard to the handing over/taking over of the charge of the retiree Officer/Official and the retiree Officers/Officials has to obtained a certificate from his/her head of section that the charge of his/her seat has been handing over by him/her before 3 days of his/her retirement.
9. All DDOs are requested to complete the codal formalities before the 6 month of his/her retirement and process their cases for timely payment of pensionary dues and forward to the respective section.

15/10/24
उप. निदेशक (प्रशासन/स्थापना)

Copy to:

1. PS to CEO, DUSIB for kind information of latter.
2. Member (Admn/Finance/Engineering/CVO).
3. Chief Engineer.
4. Pr. Director (Admn.).
5. All Directors.
6. All SEs.
7. All Dy. Directors.
8. All Ex. Engineers.
9. Account Officer (P & PF)/HQ/HAU/Medical.
10. Care Taker.
11. Asstt. Director (Admn./Estt.)
12. Staff Welfare Officer. *web site*
13. Secretary, DUSIB Employees Credit and Thrift Society (Regd./President).
14. Office copy.

Note: All Concerned are also hereby requested to go through the list and bring left out name/discrepancy if any, to the notice of the Administration Branch.

pl. upload.

Recd
16/10/24

Programmer