

SENIORITY LIST OF SECRETARIAL CADRE AS ON 04.04.2019

SENIOR PRIVATE SECRETARY			PB-3 (15600-39100)+Grade Pay 6600/- (Level 11 as per 7 th CPC)					No. of Posts : 10	
Sl. No.	Name of the Officer	Emp. Code	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1.	Smt. Seema Nagpal	528	B. Com. (P)	02.07.1966	29.09.1989	05.07.2016 (A/N)	29.09.1990	GEN	
2.	Sh. Sanjeev Kumar Sahni	617	M.A. (Public Admn.)	11.11.1970	08.01.1991	05.07.2016 (A/N)	14.01.1992	GEN	
3.	Smt. Minni	588	M.A. (Pol. Sc.)	04.11.1967	07.05.1991	05.07.2016 (A/N)	07.05.1992	GEN	
4.	Smt. Madhu Pant	566	B. A.	17.04.1970	12.02.1991	05.07.2016 (A/N)	11.02.1991	GEN	
5.	Smt. Mamta Khanna	646	B. A.	05.08.1969	31.10.1991	05.07.2016 (A/N)	31.10.1992	GEN	
6.	Smt. Renu Sethi	561	M. A. (Hindi)	07.12.1969	08.02.1991	05.07.2016 (A/N)	07.02.1993	GEN	
7.	Sh. Rajeev Kumar Aggarwal	767	M.A. (Pol. Sc.)	09.09.1968	07.09.1992	05.07.2016 (A/N)	07.09.1993	GEN	
8.	Smt. Ritu Harsh	744	B. A. & Bachelor Education	21.08.1969	29.01.1993	05.07.2016 (A/N)	29.01.1994	GEN	
9.	Ms. Sunita Koundal	863	B. A. (P)	18.11.1975	28.04.1997	05.07.2016 (A/N)	28.04.1998	SC	
10.	Sh. Sukh Dayal Singh	984	M. A. (Eng.)& M.B. A	20.05.1978	22.12.2004	05.07.2016 (A/N)	22.12.2005	SC	
11.	Smt. Anju Batra	760	B. A.	10.07.1971	13.04.1993	05.07.2016 (A/N)	13.10.1994	GEN	

PRIVATE SECRETARY			PB-2 (9300-34800)+Grade Pay 4600/- (Level 7 as per 7 th CPC)					No. of Posts : 24	
Sl. No.	Name of the Officer	Emp. Code	Educational Qualification	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the Grade	Date of Confirmation	Category	Remarks
1.	Sh. Sandeep Rajpal	0784	B. A. (Pass)	09.08.1971	09.12.1992	13.05.2015	09.12.1993	GEN	
2.	Smt. Pushpa Rani Sachdeva	806	B.A.	09.12.1969	18.11.1993	26.12.2016 (A/N)	18.11.1994	GEN	
3.	Sh. Sundeep Kumar Gupta	954	B. A.	29.01.1978	24.01.2003	28.12.2016	24.01.2004	GEN	
4.	Sh. Sunil Kumar	983	B. A. (Vocational)	26.08.1981	14.12.2004	28.12.2016	14.12.2005	OBC	
5.	Sh. Shekhar Kumar Singh	992	B. Com.	16.07.1978	27.09.2004	26.12.2016		OBC	
6.	Sh. Lalit Kataria	936	B.Com (Hons.) and Computer Course of Master Diploma in Comp Application	27.03.1977	15.12.2004	28.12.2016 (A/N)	15.12.2005	SC	
7.	Sh. Haridhan Das	754	B.A. PGDRM M. A. (C&J)	01.04.1968	28.02.1992	27.12.2016	01.03.1993	GEN	
8.	Sh. R. S. Venkatesan	702	M.A. (Pub. Admn.)	06.07.1967	17.11.1993	28.12.2016	17.11.1994	GEN	
9.	Smt. Meenakshi Kwatra	790	B. A.	10.08.1971	22.11.1993	29.12.2016	22.11.1994	GEN	
10.	Sh. Raj Pal Singh	862	B. A.	02.05.1970	28.04.1997	30.12.2016	28.04.1998	SC	
11.	Smt. Shalini Verma	1037	B. A. (Pass), M.A. (History)	10.06.1978	09.10.2006	28.12.2016(A/N)	09.10.2007	ST	
12.	Smt. V Savithiri	809	B. Sc.	26.12.1967	21.01.1991 (On Deputation) 27.12.1993 (Absorbed)	15.02.2018	Absorbed on 27.12.1993	GEN	
13.	Ms. Reshma	0788	XII th	14.05.1974	22.09.1993 (F/N)	16.11.2018	22.09.1994	SC	
14.	Sh. Brijesh Kumar	0997	B. Com.	02.07.1979	20.12.2004 (A/N)	19.11.2018	20.12.2005	OBC	
15.	Sh. Shambhu Kant Ray	0986	B. Com. & M.A. (Pub. Admn.)	16.01.1976	28.01.2005 (F/N)	19.11.2018	28.01.2006	OBC	
16.	Smt. Prem Lata	1013	M. A. (Hindi)	14.07.1979	30.12.2005 (A/N)	16.11.2018	30.12.2006	OBC	
17.	Sh. Rakesh Kumar	1028	B. A. (Pass)	05.02.1983	31.07.2006	16.11.2018	31.07.2007	OBC	
18.	Sh. Prakash Chand Meena	1033	M. A. (History)	07.08.1980	04.10.2006	16.11.2018	04.10.2007	ST	

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Sl. No.	Name of the Officer	Emp. Code	Educational Qualification	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the Grade	Date of Confirmation	Category	Remarks
19.	Sh. Durgesh R.Dubbalwar	1073	B. Com.	10.09.1975	03.04.2007 (F/N)	16.11.2018	03.04.2008	ST	
20.	Sh. Praveen Gupta	1078	B. A. (Pass), B. Lib. Sc., M.A. (English)	04.05.1980	28.05.2007	22.11.2018	28.05.2008	GEN	
21.	Smt Kavita Nigam	1070	B. A. (Pass)	18.10.1980	24.04.2007	15.03.2019	24.04.2008	SC	
22.	Smt. Sangita Taunk	1117	B. A. (Pass) M. B. A. (HR)	01.06.1978	01.08.2008 (F/N)	19.11.2018	01.08.2009	OBC	

PERSONAL ASSISTANT			PB-2 (9300-34800)+Grade Pay 4200/- (Level 6 as per 7 th CPC)					No. of Posts : 36	
Sl. No.	Name of the Officer	Emp. Code	Education Qualification	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the Grade	Date of Confirmation	Category	Remarks
1.	Sh. Vijay Kumar	1157	B. A. & MBA	14.02.1985	27.07.2010 (F/N)	07.08.2015	27.07.2011	SC	
2.	Smt. Devika Kunwar	1270	B. Com. & Diploma in Office Management	29.08.1985	13.03.2012 (F/N)	26.05.2016	13.03.2013	GEN	
3.	Ms. Samiksha Gaba	1283	B. A.	06.07.1985	14.03.2012 (F/N)	26.05.2016	14.03.2013	GEN	
4.	Ms. Pooja Chawla	1275	B. A. & DOEACC 'O' & 'A' Level	07.09.1977	14.03.2012 (F/N)	30.05.2016	14.03.2013	GEN	
5.	Ms. Alka Joshi	1269	B. A. and Diploma in Secretarial Practice & Office Management	09.07.1978	21.03.2012 (F/N)	26.05.2016	21.03.2013	GEN	
6.	Ms. Anjana	1274	B. A.	07.06.1976	26.03.2012	26.05.2016	26.03.2013	SC	
7.	Sh. Pradeep Shah	1307	B. Com.	18.03.1986	29.03.2012	26.05.2016	29.03.2013	ST	
8.	Ms. Neha Khera	1268	B.A (Pass), PGDBA (H.R.)	08.06.1985	13.03.2012 (F/N)	28.02.2017	13.04.2013	GEN	
9.	Ms. Shilpa	1301	B.A.	14.09.1986	04.04.2012 (F/N)	27.02.2017	04.03.2013	GEN	
10.	Ms. Ritu Bali	1282	B.Com (Pass)	12.08.1986	13.04.2012	03.03.2017	13.04.2013	GEN	
11.	Ms. Sangeeta Arora	1267	B.Com (Pass), M. Com	04.08.1984	16.03.2012 (F/N)	27.02.2017	16.03.2013	GEN	
12.	Ms. Rupal Diwan	1266	B.A., MBA	15.08.1979	15.03.2012 (F/N)	23.02.2017	15.03.2013	GEN	
13.	Ms. Simple Madan	1277	MCA	07.07.1987	02.04.2012 (F/N)	17.04.2017	02.04.2013	GEN	
14.	Ms. Kirti Sharma	1272	MBA	30.09.1987	19.02.2012 (F/N)	27.02.2017	19.02.2013	GEN	

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Sl. No.	Name of the Officer	Emp. Code	Education Qualification	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the Grade	Date of Confirmation	Category	Remarks
15.	Ms. Geeta Sharma	1055	B.Com (Pass)	21.10.1982	04.04.2007 (F/N) 25.06.2012 (Steno)	23.02.2017	04.04.2008 (Jr. Asstt.)	GEN	
16.	Ms. Geetanjali	1273	B.Com (Pass)	27.02.1987	16.03.2012 (F/N)	28.02.2017	16.03.2013	SC	
17.	Smt. Tarana	1308	B.A. (Pass)	13.10.1980	04.04.2012 (F/N)	27.02.2017	04.04.2013	ST	
18.	Ms. Kusum Goswami	1271	B. COM	27.01.1988	15.03.2012 (F/N)	16.02.2018 (A/N)	15.03.2013	GEN	
19.	Mohd. Zaid Ansari	1304	B.Com	10.02.1982	13.03.2012 (A/N)	13.11.2018	13.03.2013	OBC	
20.	Ms. Kiran	1306	B.A.	30.01.1984	09.04.2012	19.11.2018	09.04.2013	SC	
21.	Ms. Nidhi	1406	B.A.	11.07.1987	04.10.2012	26.11.2018	04.10.2013	GEN	
22.	Ms. Poonam Negi	1510	B.A (Pass)	09.09.1983	18.03.2013	26.11.2018	18.03.2014	GEN	
23.	Ms. Uma Devi	1404	B. Com, MBA (HRM)	04.06.1977	28.09.2012	26.11.2018	28.09.2013	GEN	
24.	Ms. Shivani Jha	1285	B.A , M.A (Eng) PGPM	12.02.1981	04.10.2012	27.11.2018	04.10.2013	GEN	
25.	Ms. Anchal Jain*	1563	B.Com, M.Com	27.11.1989	21.03.2014		21.03.2015	GEN	*Provisional Seniority As she is Promoted to the post of Personal Assistant but joining awaited as she is on Maternity Leave
26.	Sh. Pankaj Gupta	1571	B.Com	09.07.1989	04.04.2014	26.11.2018	04.04.2015	GEN	
27.	Ms. Madhu Bala	1561	B.A.	01.01.1986	01.04.2014	26.11.2018	01.04.2015	SC	
28.	Sh. Narender Kumar	1593	B.Com, M.Com	20.11.1985	21.03.2014	22.11.2018	21.03.2015	SC	
29.	Ms. Nisha Pal	1551	B.A (Pass),Mop (E)	10.11.1988	12.03.2014 (A/N)	28.11.2018	12.03.2015	OBC	
