



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन/Kendriya Vidyalaya Sangathan  
18 संस्थागत क्षेत्र/18 Institutional Area,  
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F.No.11-E-3056(8)/1/2017-Estt-III | 1749-1829

Date: 04.07.2018

**MEMORANDUM**

**SUBJECT : Filling up the Posts of Senior Secretariat Assistant by promotion for the year 2016-17 (2<sup>nd</sup> DPC).**

The Competent Authority has approved promotion of the following Junior Secretariat Assistant to the post of Senior Secretariat Assistant in the Pay Scale of Level 4 as per 7<sup>th</sup> CPC and posted to KVS HQ/ROs as shown in column 7 against their name. They must communicate their unconditional acceptance positively by 16.07.2018 and get relieved for joining the place of posting as Senior Secretariat Assistant after availing joining time as per rules. If they fail to get relieved by 25.07.2018 this offer of promotion will automatically be treated as withdrawn and they would be debarred from getting further promotion for 01 year with attendant consequence such as seniority etc. with effect from 26.07.2018 as per KVS (HQrs.), letter No.6-6/1999/KVS(HQ)RPS dated 4.9.08.


**Main Panel for the year 2016-17 (2<sup>nd</sup> DPC)**

Sl.No.	Sen. No. as on 31.3.13	Employee Name	DOB	Cat.	Present KV/RO/HQ	Allotted KV/RO/HQ
1	2	3	4	5	6	7
1	385	SH. ASHOK KUMAR BHATIA	04.04.1972	UR	JRC BAREILLY	IVRI BAREILLY
2	513	SH. NARESH KUMAR VERMA	01.07.1978	UR	BSF RAISINGH NAGAR	CHHABARA
3	517	SMT. SONI RAWAT	30.06.1981	UR	NO.1 ARMAPUR, KANPUR	No.1 Shahjahanpur
4	520	SMT. GITANJALI	15.11.1973	UR	KVS(RO) PATNA	Gonda
5	532	SH. SHAMBHU KUMAR	15.04.1981	UR	KHAGAUL	DUMKA
6	545	SH. MANKESHWAR	21.12.1976	UR	BSF CHHAWLA	KVS(HQ)
7	548	SH. RAJESH SINGH	09.09.1979	UR	NAINI, ALLAHBAD	CHERO SALEMPUR
8	558	SH. AJAY KUMAR	05.07.1987	UR	SAMASTIPUR	GIRDIH
9	559	SMT. MAMINA MISHRA (V.H.)	08.09.1983	UR	DINDUGAL	COIMBATORE
10	560	SMT. BABY JOHN	12.05.1966	UR	THRISSUR	KASAR GOD NO.1 CPCRI
11	565	SH. RAM CHANDRA PANDEY	24.07.1962	UR	NO.2 FCI GORAKHPUR	AMAT SULTANPUR
12	14	MS. SFN MULLA	21.12.1962	UR	ARMY AREA PUNE	BHANDUP

*[Handwritten Signature]*  
4/7/18

13	18	SH. PV SHAH	22.05.1962	UR	DHRANGAD HARA	JETPUR
14	23	SH. ASHOK KR. SHARMA	15.02.1964	UR	KVS(RO) JAIPUR	NO.1 UDAIPUR
15	7	SH. VT VANJANI	07.02.1959	UR	SAC, AHMEDABAD	OKHA
16	35	SH. CHANDRESH M BAGDAI	29.03.1968	UR	RAJKOT	RO AHMEDABAD
17	45	MRS. MADHURA KULKARNI	23.09.1964	UR	BEG PUNE	NO.1 DEHUROAD
18	57	MRS. SUREKHA RANMALE	12.07.1966	UR	NO.1, AFS PUNE	KARANJA
19	166	SH. TARA CHAND PACHAR	01.07.1972	UR	SIKAR	RAISINGH NAGAR
20	169	SMT. NEETA TIWARI	10.08.1970	UR	SECOR-25 ROHINI DELHI	SAMALKHA
21	469	SH. RAM PAL	10.10.1958	SC	MOHALI	CRPF PINJORE
22	492	SH. SUNIL KUMAR	28.11.1986	SC	KVS (RO) DELHI	NTPC DADRI
23	16	SH. K.L. KORI	12.03.1961	SC	NO.1 SAGAR	NO.3 SAGAR
24	44	SH. BALU P SHEJWAL (PH)	10.10.1963	SC	NO.1 DEVLALI	NO.2 AFS DEVLALI
25	55	MRS. ARTI AJAY MUPPID	02.02.1966	ST	NO.2 AFS PUNE	NO.1 DEVLALI

- The promotion made under SC/ST quota is subject to production of recent certificate obtained from the competent authority of State Govt. in support of his continuing to belong to SC/ST as the case may be.
- The employee will have the option to get his pay fixed from the date of promotion or from the date of increment in the lower post, i.e., on 1<sup>st</sup> July. The option should be exercised within a month of promotion.
- No extension of joining time shall be allowed except for reasons of illness/confinement of the employee duly supported by medical certificate from Chief Medical Officer / Medical Supdt. / Civil Surgeon of Govt. Hospital / Distt. Hospitals or from Chief Medical Officer of the Hospital of Public Sector Undertakings/Projects to which the school is attached/Military or Command Hospital as a case may be. The request, if any, for extension should be submitted through proper channel by 17.07.2018 to KVS(HQ) positively.
- It is also made clear that representation for either change of place of posting on promotion or for extension of time to join the post (other than covered under para 4 above will not be entertained under any circumstances.

  
 (S. S. Chauhan) 4/7/18

Assistant Commissioner (Estt.)

**Distribution:**

- The individual concerned to communicate his acceptance positively by 17.07.2018. In case of acceptance of promotion, he is directed to get relieved on or before 25.07.2018 failing which he is deemed to have been relieved on 26.07.2018.
- The Deputy Commissioner, KVS, Regional Office for necessary action. If the official is willing to proceed on promotion, he/she must convey his/her unconditional willingness/consent to the Kendriya Vidyalaya Sangathan (HQ) through the Deputy Commissioner by 17.07.2018. If he is not submitting such willingness/ unconditional consent he/she will be deemed to be not interested in

promotion and his/her offer of promotion shall stand automatically withdrawn without any further notice. If he/she has accepted the promotion, he/she may be relieved positively on or before 25.07.2018 to enable him/her to join at the place of posting.

3. The Deputy Commissioner KVS, Regional Office, where the employee is posted on promotion with a request to intimate the date of joining of the individual on promotion.
4. The Finance Officer, KVS, Regional Office, concerned.
5. The Section Officer, RPS, KVS (HQ).
- ~~6.~~ EDP Cell, KVS(HQ) to upload the Memorandum in the website
7. Guard File.