

OFFICE OF THE HARYANA STATE AGRIL. MARKETING BOARD PANCHKULA

No. Admn.-IV-2016/ 86139-68

Dated: 28-11-16

To

✓ All the Private Secretaries, Personal Assistants, Senior Scale Stenographers and Junior Scale Stenographers, Steno-Typist (by name) in the HSAM Board, Panchkula.

Subject:- Tentative Gradation list of Private Secretaries, Personal Assistants, Senior Scale Stenographers, Junior Scale Stenographers & Steno-Typists, as it stood on 31.10.2016

The committee constituted vide orders dated 20.04.2016 to examine the case and scrutinize the posts of Senior Scale Stenographers regarding finalization of seniority list of Senior Scale Stenographer and reversions/regularisation etc. has submitted its report. The Committee has allotted each point on the roster to the prescribed source/category giving all details i.e. date of availability of vacancy, its source, meant for, given to and further proposal to assign to the concerned category/person/source as per provisions of the Service Rules prevalent at the appropriate time. A copy of the said recommendations report is also enclosed herewith for the sake of transparency/information. Accordingly, in supersession of the seniority lists earlier issued on 08.07.2013 and 28.07.2014, a tentative gradation list of Private Secretaries, Personal Assistants, Senior Scale Stenographers, Junior Scale Stenographers & Steno-Typists, as it stood on 31.10.2016, has been drawn and enclosed herewith for calling objections, if any, from the all concerned.

You are, therefore, requested to file your objections, if any, within 30 days from the date of issue of the tentative gradation list. In case no objection/representation is received within the stipulated period, it will be presumed that the particulars given in the seniority list are correct and the same will be finalized accordingly and no representations/objections thereafter will be entertained.

DA: as above

Endst. No. Admn.-IV-2016/ 86169-232

A copy is forwarded to following:-

1. The Chief Engineer-I/II, HSAMB, Panchkula.
2. All the ZAs/ZMEOs/DMEOs/SEs/XENs HSAMB in the State.
3. All the Sub Divisional Officers, HSAMB, Panchkula.
4. The XEN (IT), HSAMB, Panchkula. He is requested to upload the gradation list on the website of the Board.
5. The PA to Chairperson/CA and PA to Secretary Board.

Supdt. (Admn.)

for Chief Administrator

Dated: 28-11-16

Supdt. (Admn.)

for Chief Administrator

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TENTATIVE GRADATION LIST OF PRIVATE SECRETARIES OF HSAMB, AS IT STOOD ON 31.10.2016

Sr. No.	Name S/Sh./Smt.	Qualification/ Category	Home District	Date of birth	a) Date of entry into service b) Date of attaining the age of 55 years. c) Date of retirement at 58 years	Date of continuous appointment to this post.	Present place of posting	Remarks
1.	Satish Bansal,	B.A. (Gen.)	Tohana	05.08.1959	a) 21.07.1982 b) 04.08.2014 c) 31.08.2017	01.06.2013	Headquarter	Promotion
2.	Kiran Bala	B.A. (BC)	Ambala	20.02.1963	a) 29.01.1982 b) 19.02.2018 c) 28.02.2021	06.06.2013	Headquarter	Promotion

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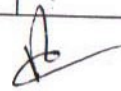
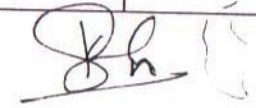
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TENTATIVE GRADATION LIST OF PERSONAL ASSISTANT, AS IT STOOD ON 01.10.2016

Sr. No.	Name S/Sh./Smt.	Qualification / Category	Home District	Date of birth	a) Date of entry into service b) Date of attaining the age of 55 years. c) Date of retirement at 58 years	Date of continuous appointment to this post.	Present place of posting	Remarks
1.	Surender Kumar	BA (BC)	Ambala	09.11.1962	a) 22.11.1986 b) 08.11.2017 c) 30.11.2020	13.08.2008	Headquarter	He was promoted on 16.08.1993 and was further promoted as PA on 13.08.2008 & PS on 06.06.2013 (Adhoc). Since the vacancy of SSS for promotion quota arose on 01.03.1995, his date of promotion as SSS is proposed to be shifted/reviewed accordingly.
2.	Manju Wadhwa	B.A. (Gen.)	Ambala	28.06.1961	a) 01.08.1994 b) 28.06.2016 c) 30.06.2019	06.06.2013.	Headquarter	-
3.	Santosh Devi	B.A. (BC)	Jind	07.05.1971	a) 21.11.1989 b) 06.05.2026 c) 31.05.2029	06.06.2013	Headquarter	She was promoted w.e.f. 06.12.2005 and was further promoted as PA on 06.06.2013. Since the vacancy of SSS meant for promotion against which she is to be adjusted arose on 01.05.2006, her promotion as SSS is proposed to be shifted /reviewed accordingly.
4.	Sangita Mago	Gen.	Chandigarh	15.01.1965	a) 21.11.1989 b) 14.01.2020 c) 31.01.2023	06.06.2013	Headquarter	She was promoted as SSS w.e.f. 05.06.2006 and was further promoted as PA on 06.06.2013. Since the vacancy of SSS meant for promotion against which she is to be adjusted arose on 13.08.2008, her promotion as SSS is proposed to be shifted/reviewed accordingly.

TENTATIVE GRADATION LIST OF SENIOR SCALE STENOGRAPHER, AS IT STOOD ON 01.10.2016

Sr. No.	Name S/Sh./Smt.	Qualification / Category	Home District	Date of birth	a) Date of entry into service b) Date of attaining the age of 55 years. c) Date of retirement at 58 years	Date of continuous appointment to this post.	Present place of posting	Remarks
1.	Rinku	B.A. (Gen.)	Hansi (Hisar)	14.09.1981	a) 04.02.2010 b) 13.09.2036 c) 30.09.2039	04.02.2010	Headquarter	Direct
2	Roshan Lal	B.A. (SC)	Hansi (Hisar)	04.10.1978	a) 26.02.2010 b) 13.09.2033 c) 31.10.2036	26.02.2010	Headquarter	Direct
3	Jyoti Rathee	B.A. (Gen.)	Rohtak	02.02.1988	a) 16.12.2010 b) 01.02.2043 c) 28.02.2046	16.12.2010	Headquarter	Direct
4	S.S. Bhardwaj	B.A. (Gen.)	Chandigarh	10.12.1984	a) 01.10.2013 b) 09.12.2039 c) 31.12.2042	01.10.2013	Headquarter	Direct
5	Seema	B.A./ PGDCA	Bhiwani	04.02.1987	a) 17.09.2013 b) 03.02.2042 c) 28.02.2045	17.09.2013	Headquarter	Direct
6	Suman Bala	B.A. (Gen.)	Ambala	13.07.1971	a) 25.01.2000 b) 12.07.2028 c) 31.07.2029	17.09.2013	Headquarter	Promotion
7	Pooja	B.A. (Gen.)	Hisar	19.09.1986	a) 17.02.2010 b) 18.09.2041 c) 30.09.2044	01.06.2014	Headquarter	Promotion

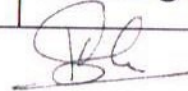



TENTATIVE GRADATION LIST OF JUNIOR-SCALE STENOGRAPHER, AS IT STOOD ON 31.10.2016


Sr. No.	Name S/Sh./Smt.	Qualification / Category	Home District	Date of birth	a) Date of entry into service b) Date of attaining the age of 55 years. c) Date of retirement at 58 years	Date of continuous appointment to this post.	Present place of posting	Remarks
1.	Sukhdarshan Singh	B.A. (Gen.)	Hisar	12.07.1967	a) 10.12.1986 b) 11.07.2022 c) 31.07.2025	16.08.1993	Headquarter	The post against which Sh. Sukhdarshan was promoted as SSS, occurred under the rules of 2008 (Amendment) 2009 and he took/qualified shorthand test in single language only. Thus, his promotion as SSS is in contravention with the rules. His promotion is proposed to be reviewed/withdrawn accordingly.
2.	Pardeep Dogra,	Gen.	Chandigarh	22.10.1970	a) 15.11.1989 b) 21.10.2025 c) 31.10.2028	31.08.2004	Headquarter	No post of SSS occurred under the Rules, 1974 against which he was promoted as SSS on 13.08.2008. He was further promoted as P.A. on 28.07.2014 on adhoc basis. He took/qualified shorthand test in single language only. Therefore, his promotion as SSS is in contravention with the rules and is proposed to be reviewed/withdrawn

3.	Neelam Gupta	B.A. Gen.	Sohna	09.09.1971	a) 03.02.1993 b) 08.09.2026 c) 30.09.2029	06.12.2005	Headquarter	accordingly. The post of SSS against which Smt. Neelam Gupta was promoted, occurred under the rules of 2008 (Amendment) 2009. She took/qualified shorthand test in single language only. Thus, her promotion as SSS is in contravention with the rules. Her promotion as SSS is proposed to be reviewed/withdrawn accordingly.
4	Kiran Sharma	B.A. (Gen.)	Ambala	26.03.1968	a) 06.09.1994 b) 25.03.2023 c) 31.03.2026	06.12.2005	Headquarter	The post of SSS against which Smt. Kiran Sharma was promoted, occurred under the rules of 2008 (Amendment) 2009. She took/qualified shorthand test in single language only. Thus, her promotion is in contravention with the rules. Her promotion as SSS is proposed to be reviewed/withdrawn accordingly.
5	Sheenam Batra	MA(Gen.)	Hisar	31.01.1987	a) 05.02.2010 b) 30.01.2042 c) 31.01.2045	05.02.2010	Headequater	Direct
6	Rajinder Kumar	MA(SC)	Karnal	18.06.1979	a) 18.03.2010 a) 17.06.2034	18.03.2010	Headquarter	Promotion

7.	Hitesh Kumar	B.A. (Gen.)	Kangra (HP)	20.11.1967	c) 30.06.2037 a) 01.12.1998/ 01.07.2010 b) 19.11.2022 c) 30.11.2025	21.06.2010	Headquarter	<p>Sh. Hitesh Kumar was promoted as SSS w.e.f. 31.12.2012 on adhoc basis against the post shown to have become available because of retirement of Smt. Suresh Kumari on 30.4.2016 from the post of P.A. Smt. Suresh Kumari was promoted as PA against an expansion post which in fact not existed at the time of her promotion and already stood abolished. Therefore, no vacancy of SSS occurred on her promotion/retirement. Though he has qualified both language shorthand test and is eligible for promotion, but no promotional post is available against which he can be adjusted and therefore, his promotion as SSS is proposed to be reviewed/withdrawn accordingly.</p>
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8.	Subhash Verma	B.A. (Gen.)	Hisar	21.12.1975	a) 15.12.2010 b) 20.12.2030 c) 31.12.2033	29.11.2010	ZA, Hisar	The adhoc promotion of Sh. Subhash Verma who is junior to Sh. Hitesh Kumar, to the post of Senior Scale Stenographer w.e.f. 31.12.2012, is proposed to be reviewed/ withdrawn accordingly, because no promotional post is available against which he can be adjusted.
9.	Jai Bhagwan	BA	Hansi	10.05.1984	a) 29.01.2010 b) 09.05.2039 c) 31.05.2042	21.12.2012	Headquarter	Promotion
10	Vivek	BA(Gen)	Hisar	05.11.1988	a) 26.09.2013 b) 05.11.2043 c) 30.11.2046	26.09.2013	Headquarter	Direct
11	Ashok Kumar	BA(BCA)	Hisar	17.09.1989	a) 31.12.2013 b) 16.09.2044 c) 30.09.2017	31.12.2013	Headquarter	Direct

TENTATIVE GRADATION LIST OF STENO-TYPISTS, AS IT STOOD ON 31.10.2016

Sr. No.	Name S/Sh./Smt.	Qualification / Category	Home District	Date of birth	a) Date of entry into service b) Date of attaining the age of 55 years. c) Date of retirement at 58 years	Date of continuous appointment to this post.	Present place of posting	Remarks
1.	Kamla Dalal	B.A. (Gen.)	Faridabad	21.05.1964	a) 24.10.1986 b) 20.05.2019 c) 30.05.2022	24.10.1986	Rohtak	Direct
2.	Satyawan	B.A. (Gen.)	Jind	13.08.1968	a) 30.08.1988 b) 12.08.2023 c) 31.08.2026	30.08.1988	Karnal	Direct
3.	Dalbir Singh	B.A. (BC)	Jind	03.04.1965	a) 11.10.1989 b) 02.04.2020 c) 30.04.2023	09.11.1989	Pipli	Direct
4.	Surjit Singh	B.A. (Gen.)	Panipat	15.06.1967	a) 16.11.1989 b) 14.05.2022 c) 31.05.2025	09.11.1989	Karnal	Direct
5.	Monica Nagpal	M.A.	Panipat	07.06.1981	a) 05.02.2010 b) 06.06.2036 c) 30.06.2039	05.02.2010	Panipat	Direct
6.	Sakun Devi	10+2	Kaithal	04.04.1984	a) 05.02.2010 b) 03.04.2039 c) 30.04.2042	05.02.2010	Kaithal	Direct

Subject : Finalization of seniority list of Senior Scale Stenographers.

A committee of Ad.O.-I, Ad.O.-II, ADA-1 and ADA-III was constituted vide orders dated 20.4.2016 to examine the case and scrutinize the posts of Senior Scale Stenographers regarding finalization of seniority list of Senior Scale Stenographers and reversion/regularization etc.

The meetings of the committee were held on 19.5.2016, 2.6.2016 and 13.6.2016 wherein the dealing Assistant was requested to prepare/submit certain information/roster showing roster point number, date of sanction/ availability of post, source of vacancy, meant for as per rules (direct/ promotion), category (general/ reserve), post given to (mode), incumbent, date of promotion/appointment of the incumbent, date of vacation of post by the said incumbent, Seniority No., remarks, if any, etc. in respect of all the posts/vacancies created/occurred from time to time. The said information was provided by the dealing Assistant on 26.7.2016 and finally the meeting of the committee was held on 28.7.2016. Smt. Bhawna Chaudhary who was designated as ADA-III has been transferred from the Board.

As advised by the Ld. L.R. Haryana in a similar matter, *"it is well settled that the vacancies which occur prior to the amendment of the rules are to be governed by the rules that exist as on the date when the vacancies arose and not by the amended rules which came into force later. This view point finds support from judgements cited as 1998 (4) SLR 675, 1983 (3) SCC 264 and 2003 (2) SLR 419."*

It is also pertinent to mention here that while deciding I.A. Nos.1-3 in Civil Appeal Nos. 3792-3794/89 – Ajit Singh and Others Versus State of Punjab and Others, vide orders dated 16.9.1999, Constitution Bench of five Judges of Hon'ble Supreme Court of India have observed that *it is axiomatic in service jurisprudence that any promotions made wrongly in excess of any quota are to be treated as adhoc.*

As reported by the office, 10 posts of Senior Scale Stenographers are sanctioned in the Board. One official, Shri Partap Chand was already working prior to 1974 and no detail about creation of post etc. against

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which he was working is available in the office. Therefore, this post has not been considered by the Committee. Further two more officials - S/Shri Ami Chand and J.N. Grover were working against the posts sanctioned by the Govt. in 1970 i.e. prior to notification of the Service Rules, 1974. Further, the roster was made applicable by the Haryana Govt. on 9.2.1979. Therefore, these two posts also have not been examined/ touched by the committee.

As per Haryana State Agricultural Marketing Board Service Rules, 1974, following provision for filling up the post of Senior Scale Stenographer was provided:-

Designation of Post	Academic qualifications and Experience if any for direct appointment	Academic qualifications and Experience if any, for appointment other than by direct recruitment	Method of recruitment
Senior Scale Stenographer	i) Graduate of a recognized University; and ii) Possess speed of 120 words per minute in short hand and 40 words per minute in typewriting.	i) In case of promotion, he has at least three years experience as Junior Scale Stenographers and has a speed of 120 words per minute in short hand and 40 words per minute in typewriting. ii) In case of appointment by transfer or deputation he should be a graduate of a recognised University and should already be working on the post of a Senior Scale Stenographer in 'A' Class Govt. office.	i) By promotion; or ii) By transfer or deputation; or iii) By direct appointment. (33-1/3% by direct recruitment and 66-2/3% by other than direct recruitment).

The Haryana State Agricultural Marketing Board Service Rules, 1974 were repealed and the Haryana State Agricultural Marketing Board Service Rules, 2008 were notified vide notification dated 4.1.2008 and the following provision for filling up the post of Senior Scale Stenographer was prescribed therein:-

Designation of Post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointments other than by direct recruitment	Method of recruitment
Senior Scale Stenographer	(i) Graduate of a recognized University with 55% marks; (ii) Hindi/Sanskrit upto Matric standard; (iii) Speed in English/Hindi Shorthand at 100/80 words per minute respectively and transcription thereof at 20/15 words per minute respectively.	(i) Three years experience as Junior Scale Stenographer; and (ii) Speed in English/Hindi Shorthand at 100/80 words per minute respectively and transcription thereof at 20/15 words per minute respectively.	(i) Sixty-six percent by direct recruitment; and (ii) Thirty-four percent by promotion from amongst Junior Scale Stenographer.

Thereafter, the Haryana State Agricultural Marketing Board Service Rules, 2008 were amended vide notification dated 23.6.2009 and

the following provision for the post of Senior Scale Stenographer has been prescribed:-

Designation of Post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointments other than by direct recruitment	Method of recruitment
Senior Scale Stenographer	<ul style="list-style-type: none"> (i) Graduate from a recognized University or its equivalent; (ii) Knowledge of Hindi/Sanskrit upto Matric standard; (iii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 25 WPM on computer with commonly used words processing software; and (iv) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute on manual typewriter or 40 WPM on computer with commonly used words processing software. 	<ul style="list-style-type: none"> (i) One year experience as Junior Scale Stenographer; (ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 25 WPM on computer with commonly used words processing software; and (iii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute on manual typewriter or 40 WPM on computer with commonly used words processing software. 	<ul style="list-style-type: none"> (i) Fifty percent by direct recruitment or by transfer or deputation of an officer already in the service of State Government or Government of India or Board or Corporation or Statutory Body; and (ii) Fifty percent by promotion from amongst Junior Scale Stenographers

In the meeting held on 19.5.2016, on perusal of the agenda note submitted by the dealing Assistant, it was pointed out by the Ad.O.I that this case was dealt by him probably in March/April, 2014 and a tentative gradation list of Stenographers was prepared in accordance with the availability of each post showing its source and the quota to which it was meant for as per relevant service rules at the appropriate time to which the dealing Assistant has stated that the said noting portion was removed from the file by someone and she had already submitted a report to the authorities on the file in this regard. Therefore, this aspect was not examined by the committee.

In accordance with the above provisions of the service rules and the information supplied by the dealing officials/officers to the committee with regard to date of sanction/ availability of post, source of the vacancy, meant for as per rules (direct/ promotion), category (general/ reserve), post given to (mode), incumbent, date of passing of departmental test, date of promotion/appointment of the incumbent, date of vacation of post by the said incumbent, seniority no., remarks, if any, etc. which is still incomplete, subject to the verification of correctness of

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the said facts/information by the concerned dealing officials/officers, the findings/recommendations of committee members against each vacancy/post are as under:-

Roster Point	Date/ source of vacancy	Meant for as rules	Official proposed to be adjusted S/Sh./Smt.	Remarks, if any.
1	01.08.1980 Due to promotion of Sh. J.N. Grover	Direct	Shakuntala Rani	She joined as direct recruit on 11.9.1981.
2	08.08.1980 Due to promotion of Sh. Anil Chand	Promotion	Ashok Gupta (promotion)	He was promoted on 25.5.1982.
3	29.10.1980 Created	Promotion	Bijender Singh (promotion)	He was promoted w.e.f. 19.1.1990.
4	13.10.1981 Creation	Direct	Joginder Singh	He joined as direct recruit on 5.1.1990.
5	02.02.1986 Creation	Promotion	Vijay Anand (promotion)	He was given deemed date of promotion as SSS w.e.f. 19.1.1990 and PA w.e.f. 1.3.1995. Against his reversion order passed by FCA, status quo was ordered by the Hon'ble High Court vide orders dated 9.5.02. He retired as P.A. on 31.5.14.
6	28.04.1989 Creation	Promotion	Gian Chand (promotion)	He was promoted on 19.1.1990.
7	28.04.1989 Creation	Direct	Smt. Manju Wadhwa (by transfer) (now Sh. Rinku is proposed)	She was appointed by transfer from HARTRON. She has been adjusted against the direct quota post which is wrong. She should be adjusted against a post meant for other than direct recruitment. Therefore, this point needs to be reviewed and she is proposed to be adjusted against roster point No.9 meant for promotion/ deputation/ transfer. Against this point, Shri Rinku, who was appointed/ joined as direct recruit on 4.2.2010, may be adjusted.
8	13.06.1989 Due to promotion of Sh. Ashok Gupta	Promotion	Jagdish Chander (promotion)	He was promoted on 24.12.1990. He expired on 4.3.1992
9	28.04.1989 Creation	Promotion	Smt. Manju Wadhwa (by transfer)	As stated against serial No.7 above. Appointed by transfer on 1.8.1994 and

10	15.04.1991 Creation	Direct (4 th post for SC)	Roshan Lal	was further promoted as PA on 16.1.2010. Against this point, Shri Roshan Lal (SC), who was appointed/ joined as direct recruit on 26.2.2010, may be adjusted.
11	21.06.1991 Due to promotion of Smt. Shakuntala Rani	Promotion	Satish Kumar Bansal (promotion)	He was promoted on 6.4.1992 and was further promoted as PA & PS on 1.5.2006 & 1.6.2013 respectively.
12	04.03.1992 Due to death of Sh. Jagdish Chander	Promotion	Kiran Bala (promotion)	She was promoted on 16.8.1993 and was further promoted as PA and PS on 3.1.2008 & 6.6.2013 respectively.
13	01.03.1995 Due to promotion of Sh. Joginder Singh	Direct	Smt. Jyoti Rathi	Against this point, Smt. Jyoti Rathi, who was appointed/ joined as direct recruit on 16.12.2010, may be adjusted.
14	01.03.1995 Due to promotion of Sh. Bijender Singh	Promotion	Surender Kumar (promotion)	He was promoted on 16.8.1993 and was further promoted as PA on 13.8.2008 & PS on 6.6.2013 (adhoc). Therefore, his date of promotion as SSS may be postponed/ reviewed accordingly.
15	01.03.1995 Due to promotion of Sh. Vijay Anand	Promotion	Ashwani Malik (promotion)	He was promoted on 6.12.2005 and was further promoted as PA on 19.4.2011 (adhoc) and Supdt. on 11.8.2014.
16	01.03.1995 Due to promotion of Sh. Gian Chand	Direct	S.S. Bhardwaj	Against this point, Sh.S.S. Bhardwaj, who was appointed/ joined as direct recruit on 1.10.2013, may be adjusted.
17	17.12.2003 Creation	Promotion	Neelam Gugnani (promotion)	She was promoted on 6.12.2005 and was further promoted as PA on 19.4.2011.
18	01.05.2006 Due to promotion of Sh. Satish Bansal	Promotion	Santosh Kumari	<i>She was promoted w.e.f. 6.12.2005 and was further promoted as PA on 6.6.2013. Since the vacancy of SSS meant for promotion against which she is to be adjusted arose on 1.5.2006, her promotion(s) may be reviewed/ postponed accordingly.</i>
19	03.01.2008 Due to promotion of Smt. Kiran Bala	Direct	Miss Seema	Against this point, Smt. Seema, who was appointed/ joined as direct recruit on 17.9.2013, may be

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20	13.08.2008 Due to promotion of Sh. Surender Kumar	Promotion	Sangeeta Mago (promotion)	adjusted. She was promoted as SSS w.e.f. 5.6.2006 and was further promoted as PA on 6.6.2013. Since the vacancy of SSS meant for promotion against which she is to be adjusted arose on 13.8.2008, her promotion(s) may be reviewed/ postponed accordingly.
21	16.01.2010 Due to promotion of Smt. Manju Wadhwa	Direct (8 th post for SC)	Vacant	May be sent to HSSC if not earlier sent.
22	19.04.2011 Due to promotion of Sh. Ashwani Malik	Promotion	Smt. Suman Bala (promotion)	She was promoted on 17.9.2013
23	19.04.2011 Due to promotion of Smt. Neelam Gugnani	Direct	Vacant	May be sent to HSSC if not earlier sent.
24	06.06.2013 Due to promotion of Smt. Santosh Rani	Promotion	Smt. Pooja	She was promoted on 1.6.2014.
25	06.06.2013 Due to promotion of Smt. Sangeeta Mago	Direct	Vacant	May be sent to HSSC if not earlier sent.

Based on above position/findings, following gradation of the officials as on date emerges:-

Seniority Number	Name of the official proposed to be placed S/Shri/Smt.	Date of appointment/ promotion	Date of passing deptl. test in case of promotion	Rules applicable
1.	Rinku	04.02.2010	Direct	1974
2.	Roshan	26.02.2010	Direct	1974
3.	Jyoti Rathi	16.12.2010	Direct	1974
4.	Shyam Sunder Bhardwaj	01.10.2013	Direct	1974
5.	Mrs. Seema	17.09.2013	Direct	1974
6.	Suman Bala	17.09.2013	30.6.2008 (both language)	Amendment, 2009
7.	Pooja	01.06.2014	23.11.2012 (both language)	Amendment, 2009

In addition, following recommendations are also submitted:-

1. Smt. Suresh Kumari was promoted as Senior Scale Stenographer w.e.f. 11.7.2008 and thereafter as Personal Assistant on 11.6.2014. From the

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- position given above, it is clear that no post occurred under the rules of 1974 or 2008 against which she could be adjusted as she qualified only single language shorthand test and after notification of 2009 rules/amendment, passing of both language test is required. Thus, she was not qualified for promotion to the post of SSS/PA and therefore, her promotion(s) may be reviewed.
2. Similarly, no post occurred under the 1974 Rules against which Shri Pardeep Dogra who was/is junior to Smt. Suresh Kumari and was promoted as SSS on 13.8.2008 and PA on 28.7.2014 on adhoc basis, could be adjusted/ promoted as he also took/ qualified shorthand test in single language. Therefore, his promotion(s) may be reviewed.
 3. The posts against which Shri Sukhdarshan Singh, Smt. Neelam Goel and Smt. Kiran Sharma were promoted, occurred under the rules of 2008 (Amendment, 2009) and they also took/ qualified shorthand test in single language only. Thus, their promotions are also in contravention with the rules. Their promotions may also be reviewed.
 4. Sh. Hitesh Kumar was promoted as SSS w.e.f. 31.12.2012 on adhoc basis against the post shown to have become available because of retirement of Smt. Suresh Kumari on 30.04.2016 from the post of PA. Smt. Suresh Kumar was promoted as PA against an expansion post which in fact not existed at the time of her promotion and already stood abolished. Therefore, no vacancy occurred on her promotion/ retirement. Though he has qualified both language shorthand test and is eligible for promotion, but no promotional post is available against which he can be adjusted and therefore, his promotion may be reviewed.
 5. Similarly, the adhoc promotion of Shri Subhash Verma who is junior to Shri Hitesh Kumar, to the post of Senior Scale Stenographer w.e.f. 31.12.2012 may also be reviewed for want of any promotional post.

Apart from above, the ADA-I is of the opinion that some of the irregularities were caused around 20 years ago and that Junior Scale Stenographer were given ad-hoc promotion as Senior Scale Stenographer at 1st instance in general and later on their promotions were regularized also. Therefore, the eligibility/availability of post was examined at two instances in most of the cases. He is of the opinion that the competent Authority may take a view –

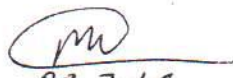
- (i) whether all such irregularities, irrespective of its nature and the time when these were caused, are to be corrected by reversion of the concerned employees or such irregularity is to be regularized in view of the fact that the employee has been working as regular Senior Scale Stenographer from a substantial time.
- (ii) An employee who was appointed as Senior Scale Stenographer by transfer from other Department around 22 years ago. In case the irregularity/mistake is corrected at this later stage, an employee who is otherwise working as SSS on regular basis through promotion quota, has to be reverted as JSS.
- (iii) In Service Rules of 1974 as well as Service Rules of 2008, only single language knowledge was required for direct recruitment/promotion on the post of Steno-Typist, J.S.S. & S.S.S. However, the Service Rules of 2008 were amended in 2009 vide which both language knowledge was made essential

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for direct recruitment/promotion for all such posts. As per strict interpretation of those amendments, the Steno-Typist and JSS who were recruited under the old rules, are not eligible for promotion unless they clear the test of both language. That condition of both language may have practically extinguish the promotion avenues of those employees as the expertise of the second language may not be possible for most of such employees at this stage. Even otherwise, it may be appropriate to give such employees the reasonable opportunity with a prior notice of sufficient time to update their qualifications according to new Rules. In absence of such measures, the amended rules may facilitate undue accelerated promotion to junior employees particularly to those who are recruited under the new Rules. However, as the amendments were made by the State Government, the actual intent of the Rules may be got clarified from the State Government. The State Government may also be requested simultaneously to grant the relaxation, if any, in the rules to promote the employee who were recruited under the old rules.

- It also emerged that several employees who were recruited under the old rules with single language, have been promoted by the Competent Authority after the notification of amendments. It emerges that such employees are liable to be reverted as they did not have the knowledge of both language at the time of their promotion. However, I am of the view that the Competent Authority may also consider the aforesaid anomalies alongwith the fact that those employees are already regularized on the post of SSS by the Competent Authority.
- (iv) It is also emerged that several promotions as SSS on regular basis were made without availability of the post for that quota and has further purposed to revert all such employees. During discussions, it came to the notice that some posts of Personal Assistant are falling vacant. In case the Administrative Authorities consider it appropriate, those vacancies may be filled and the posts of SSS which fall vacant due to promotion as Personal Assistant, may be used to accommodate eligible employees who are otherwise to be reverted as JSS."

- D.A. : 1. List consisting two pages (Annexure 'A') supplied by the office showing occurrence of vacancy/ incumbency position of the officials on various posts, duly countersigned by the committee members.
2. List consisting ten pages (Annexure 'B') supplied by the office showing roster points with availability of posts/name of incumbent etc., duly countersigned by the committee members.


28.7.16
ADA-I


28/7/16
Ad. Officer-II


28/7/16
Ad. Officer-I