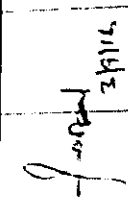


**RESERVATION ROSTER**

Department Office of the  
 Name of the Post: *Private Secretary*  
 Method of Recruitment: *OR Promotion by External Examination by  
 Selection through by Internal Departmental Examination  
 Promotion by Selection*

Secretary's Establishment

1. Total number of posts in the cadre
2. Percentage of Reservation prescribed
3. Percentage of Reservation
4. Percentage of Reservation

1. Category	2. Name	3. Date of Appointment	4. Whether reserved or not (SC, ST, OBC, etc.)	5. Filled as Unreserved or as reserved (SC, ST, OBC, etc.)	6. Signature of Appointing Authority or other Authorized Officer	7. Remarks
UR	Sh. Vishnu Dass	19.04.1991	General	UR		Retired on 30.11.2004
UR	Sh. S.C. Sharma	19.04.1991	General	UR		Retired on 30.02.2007
UR	Sh. S.L. Juneja	02.01.1997	General	UR		Retired on 31.12.2004
UR	Sh. O.P. Aggarwal	02.01.1997	General	UR		Retired on 30.06.2004
UR	Sh. Narender Singh	02.01.1997	General	UR		Retired on 31.07.2004
UR	Sh. K.C. Chauhan	02.01.1997	General	UR		Retired on 31.12.2005
SC	Smt. Savitri Chhabra	02.01.1997	General	UR		Retired on 29.02.2007
UR	Smt. Usha Bhatia	02.01.1997	General	UR		Retired on 31.03.2007
Summary 31.12.1997						
	SC	ST	UR	Total		
Person Required	01	—	07	= 08		
P.I.P.	0	0	08	= 08		
Backlog	(+) 01	0	(+) 01	= Nil		
# No Recruitment during the year 1998						

*Signature*  
 31/12/97

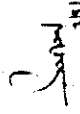
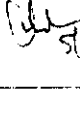
TO

AMIBOOK DEPT

RESERVATION ROSTER REGISTER

Name of the Post: Private Secretary  
 Method of Recruitment: OR Promotion by selection/ Promotion by  
Promotion by Selection

1. No. of posts: 11  
 2. Percentage of Reservations prescribed:  
 SC: 5% ST: 7% OBC: 11%

Sl. No.	Category	Name	Date of Appointment	Whether SC/ST/OBC	Filed as Unreserved or as Reserved	Signature of Appointing Authority	Remarks	
9.	UR	Smt. Sushma Grover	01.01.1999	General	UR	 31.12.1999 P.I.P.	Retired on 29.11.2011	
10.	UR	Sh. P.S. Negi	27.11.1999	General	UR		Retired on 21.01.2001	
		SC	ST	UR	= Total			
		B.F. (→) 01	—	(+) 01	= Nil			
31.12.1999	Person Req.	01	—	01	= 10			
	P.I.P.	0	0	10	= 10			
		Backlog (→) 01	—	+ 0	= Nil			
<p># No Recruitment during the year 2000 &amp; 2001 hence Summary is same</p>								
11	UR	Sh. Jawahar Lal	22.08.2002	General	UR	 31.12.2002 Person Requ. P.I.P.	Retired on 21.7.2012	
		SC	ST	UR	= Total			
		Bf (→) 01	—	(+) 01	= Nil			
31.12.2002	Person Requ.	01	—	10	= 11			
	P.I.P.	0	0	11	= 11			
		Backlog (→) 01	0	(+) 01	= Nil			
12.	UR	Sh. Satish Kapoor	20.12.2003	General	UR		Retired on 31.10.2007	
13.	UR	Sh. J.S. Hajooria	31.12.2003	General	UR		Retired 30.11.2012	
		SC	ST	UR	= Total			
		Bf (→) 01	0	(+) 01	= Nil			
31.12.2003	Person Requ.	01	—	11	= 12			
	P.I.P.	0	—	12	= 12			
		Backlog (→) 01	—	(+) 01	= Nil			

**RESERVATION ROSTER REGISTER**

Secretary to Establishment

No. of Posts in the Roster: 11

Percentage of Reservation prescribed by Govt. of S.C. 15% S.T. 7.5% by Govt. O.C. NA.

Sl. No.	Category	Name	Date of Appointment	Whether reserved or as ST/UR by O.C.	Filed as Unreserved or as Reserved for SC/ST by O.C.	Signature of Appointing Authority or other Authorized Officer	Remarks	
14.	ST	Sh. G.S. Vajpai	01.07.2004	General	UR	[Signature]	Retired on 30.11.2012	
2/1	UR	Sh. S.N. Bhardwaj	1.12.2004	General	UR	[Signature]	Retired on 31.10.2011	
		B.F. (→) 01	ST	UR	Total			
		Person Required	—	01	09			NIR
		P.I.P.	—	—	11			11
31.12.2004	Black log (→) 01	(→) 01	(+) 02	=	NIR			
2	UR	Sh. Harminder Malta	15.06.2005	General	UR	[Signature]	Retired on 31.08.2009	
		B.F. (→) 01	ST	UR	Total			
		Person Requi.	01	01	10			12
		P.I.P.	—	—	12			12
31.12.2005	Black log (→) 01	(→) 01	(+) 02	=	NIR			
No Recruitment during the year 2006, hence Roster Position is same.								
3.	UR	Sh. S.S. Negi	22.11.2007	General	UR	[Signature]	Retired on 29.02.2008	
4.	UR	Sh. Suman Lata	14.12.2007	General	UR	[Signature]	Retired on 30.09.2013.	
		B.F. (→) 01	ST	UR	Total			
		Person Required	01	01	09			11
		P.I.P.	—	—	11			11
31.12.2007	Black log (→) 01	(→) 01	(+) 02	=	NIR			

**RESERVATION ROSTER REGISTER**  
 Secretary's Establishment

1. Total No. of Posts in the cadre 11  
 2. Percentage of Reservation prescribed 15%  
 3. No. of Posts reserved for SC/ST/OBCs NA

Sl. No.	Category	Name	Date of Appointment	Whether SC/ST/OBC	Filed as Unreserved or as Reserved for SC/ST/OBC	Signature of Appointing Authority or other Authorized Officer	Remarks	
2/5	UR	Sh. T. S. Arora	24.04.2008	General	UR		Retired on 30.06.2008	
6	UR	Sh. Mukesh Jain	13.06.2008	General	UR		Retired on 30.06.2014	
7	SC	Smt. Kusum late Mittal	16.06.2008	General	UR		Retired on 30.01.2010	
8	UR	Smt. Shail Bela	23.06.2008	General	UR		Retired on 30.09.2014	
		SC	ST	UR	Total			
31.12.2008		Person Required	(-) 01	(-) 01	+ 02	= Nil		
		P.I.P.	-	-	10	= 10		
		Backlog	(-) 02	(-) 01	(+) 03	= Nil		
9	UR	Sh. O.P. Wadhwa	27.11.2009	General	UR		Retired on 31.08.2013	
		SC	ST	UR	= Total			
31.12.2009		Person Required	(-) 02	(-) 01	(+) 03	= Nil		
		P.I.P.	02	01	06	= 09		
		Backlog	(-) 02	(-) 01	+ 03	= Nil		
		No Recruitment has been made during the year 2010.						
		SC	ST	UR	Total			
31.12.2010		Person Required	(-) 02	(-) 01	(+) 03	= Nil		
		P.I.P.	02	01	04	= 07		
		Backlog	(-) 02	(-) 01	+ 03	= Nil		

AMIR BOOK DEPT. आरक्षण पंजी **RESERVATION ROSTER REGISTER**  
 Secretary's Establishment  
 TO: Name of the Post: Private Secretary  
 Method of Recruitment: DR/Promotion by selection/Promotion by  
Promotion by Limited Departmental Examination  
 Promotion by: Selection  
 3. Number of the Posts in the cadre: 11  
 4. Percentage of Reservation prescribed:  
 SC: 15% ST: 7% OBC: NA

Sl. No.	Unreserved/Reserved for SC/ST/OBC	Name	Date of Appointment	Whether SC/ST/OBC	Filed as Unreserved or as SC/ST/OBC	Signature of Appointing Authority or other Authorised Officer	Remarks
2/10	UR	Smt. Veena	23.03.2011	General	UR		Retired on 21.07.2014
11.	UR	Sh. Gurbhant Singh	23.03.2011	General	UR		Retired on 24.01.2014
12	UR	Smt. Usha Rautella	28.03.2011	ST	ST		
13.	UR	Sh. T.C. Meena	30.11.2011	ST	ST		
		31.12.2011 Person Required	SC BF (-) 02 ST (+) 01 UR (+) 03 06	01	Total Nil = 09		
		P.I.P.	02	07	= 09		
		Backlog (-) 02	(+) 01	(+) 01	= Nil		
14.	ST	Sh. Rajbir Singh	04.01.2012	SC			
		31.12.2012 Person Requ.	SC B.F. (-) 02 ST (+) 01 UR (+) 01 05 06	02 02 06	Total Nil = 09 = 09		
		P.I.P.	01	02	= 09		
		Backlog (-) 01	Nil	(+) 01	= Nil		
		31.12.2013 Person Requ.	SC B.F. (-) 01 ST 00. UR (+) 01 02 03 04	02 02 04	Total Nil = 07 = 07		
		P.I.P.	01	02	= 07		
		Backlog (-) 01	Nil	(+) 01	= Nil		

CHAPTER 5

AMBIKUMI

आरक्षण पत्रिका

RESERVATION ROSTER REGISTER

TO  
 1. Name of the Officer  
 2. Name of the Establishment  
 3. Name of the Department

Secretary's Establishment

1. Number of Posts in the Cadre  
 2. Percentage of Reservation prescribed

Sl. No.	Category	Name	Date of Appointment	Whether SC/ST/OBC	Filed as Unreserved or as Reserved for SC/ST/OBC	Signature of Appointing Authority or other Authorized Officer	Remarks
3/1	UR	Shri Neelam Gandhi	30.04.2014	General	UR		Retired on 30.04.2016
2	UR	Smt. Raj Rani Tripathi	30.04.2014	General	UR		Retired on 30.06.2015
3	UR	Smt. Sheela Verma	30.04.2014	General	UR		Retired on 30.06.2014
4	UR	Smt. Sampada Rani	30.04.2014	General	UR		Retired on 31-01-2015
5	UR	Sh. Narendra Kumar	29.09.2014	SC	SC		
6	UR	Smt. Sharda Arora	29.09.2014	General	UR		Retired on 31-12-2015
7	SC	Sh. Anju Khanna	30.09.2014	General	UR		
8	UR	Sh. Shashi Ahluwalia	28.10.2014	General	UR		Retired on 28.02.2015
				SC	UR		
				ST	UR		
				UR	Total		
				01	= Nil		
31.12.2014 Person Req.				02	06 = 10		
P.I.P.				02	06 = 10		
Backlog				Nil	Nil		
# NO Recruitment has been made during 2015.							
				SC	UR		
				ST	UR		
				UR	Total		
				03	06		
31.12.2015 Person Req.				02	06 = 06		
P.I.P.				02	06 = 06		
Backlog				01	Nil		

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1. Name of the Post: Secretary's Establishment  
 2. Ministry/Department/Office of the Post: Secretary's Establishment  
 3. Method of Recruitment: DR/Promotion by selection/Examination by Promotion by Selection

4. Date of Appointment: 01.01.2016  
 5. Whether STV or not: General  
 6. Filled or reserved: UR  
 7. Signature of Appointing Authority: [Signature]

Sl. No.	Unreserved or Reserved for SC/ST/OBC	Name	Date of Appointment	Whether STV or not	Filled or reserved	Signature of Appointing Authority	Remarks
3/9.	UR	Smt. Madu Poda	01.01.2016	General	UR	[Signature]	
10.	UR	Smt. Reeta Goel	05.01.2016	General	UR	[Signature]	
11.	UR	Smt. Naina Bechani	06.01.2016	General	UR	[Signature]	
12.	UR	Smt. Neelam Malik	07.01.2016	General	UR	[Signature]	