



**MUNICIPAL CORPORATION OF DELHI**  
**CENTRAL ESTABLISHMENT DEPARTMENT**  
**22<sup>nd</sup> FLOOR, DR. S.P.MUKHERJEE CIVIC CENTRE**  
**J.L.NEHRU MARG, NEW DELHI- 110002**



No. AO (Estt.)-II/SO-I/CED/MCD/2023/5420

Dated: 14/12/2023

**OFFICE ORDER**

Consequent upon recommendations of the Departmental Screening Committee (DSC) held on 03.11.2023 and with the approval of the Competent Authority dated 12.12.2023, the following Section Officers, Private Secretaries & Translator of Municipal Corporation of Delhi are hereby promoted to the post of Administrative Officer/Assistant Assessor & Collector on ad-hoc basis in Level-9 (Rs. 53100-167800) in Pay Matrix of 7<sup>th</sup> CPC with immediate effect:-

**2. (i) Section Officers:-**

Sl. No.	Name of Officer	Father's/Husband's Name	Cat.	Date of Birth
1.	Sh. Ashok Kr. Mishra	Sh. Jagan Nath Mishra	Gen	08.01.1964
2.	Smt. Arun Bala Gupta	Sh. Rajiv Gupta	Gen	20.10.1967
3.	Sh. Manish Kumar	Sh. A. M. Sharma	Gen	11.02.1971
4.	Sh. Jitender Dawar	Lt. Sh. M.R. Dawar	Gen	04.05.1972
5.	Sh. Vijay Pandey	Sh. R.C. Pandey	Gen	05.07.1971
6.	Sh. Sanjay Kumar	Sh. Nagin Chand	Gen	02.08.1971
7.	Sh. Puran S. Rawat	Lt. Sh. D.S. Rawat	Gen	24.04.1969
8.	Smt. Neetu Seedhar	Sh. Mukesh Seedhar	Gen	28.04.1975
9.	Sh. Krishan Singh	Sh. Sube Singh	Gen	05.03.1964

**(ii) Private Secretaries:-**

Sl. No.	Name of Officer	Father's/Husband's Name	Cat.	Date of Birth
1.	Sh. Ashok Kumar	Sh. Kishan Lal	SC	06.11.1968
2.	Sh. Manohar Lal	Sh. Chaman Lal	SC	22.11.1967
3.	Sh. Nand Lal	Sh. Jai Prakash	SC	21.01.1971
4.	Sh. Sanjeev Kumar	Sh. Ram Lal Barwa	SC	06.06.1971
5.	Sh. Mukesh Kumar	Sh. Sewa Ram	SC	10.02.1972

**(ii) Translator:-**

Sl. No.	Name of Officer	Father's/Husband's Name	Cat.	Date of Birth
1.	Sh. Jitender Kumar	Sh. R.K. Sharma	Gen	19.11.1970

3. The above said ad-hoc promotion shall be subject to the following terms and conditions:-

- The appointment shall be purely on ad-hoc basis, as a matter of stop-gap arrangement and shall not be entitled to claim any benefit on account of the said promotion.
- The ad-hoc promotion will continue till superannuation or one year or till the post are filled on regular basis, whichever is earlier.
- The appointment is on ad-hoc basis, pending regular appointment in accordance with the Recruitment Rules and will not confer any privilege or right on the employees for regular appointment to the post.
- The period of ad-hoc service will not be counted towards eligibility period for regular appointment or determination of seniority.
- The ad-hoc appointment can be terminated at any time without assigning any reason and giving any prior notice as and when required.

vi) The above said ad-hoc appointment shall be further subject to the instructions/guidelines issued by the Government of India/Municipal Corporation of Delhi from time to time in this regard.

vii) The ad-hoc appointment shall be further subject to outcome of pending courts case(s)/stay, if any.

4. The above said ad-hoc promotion is also subject to the condition that as and when the regular incumbent(s) will be available for the post of Admn. Officer/AA&C, if required, the junior most officer(s) will be reverted to the post of Section Officer/Private Secretary/Translator.

5. All the officials are hereby directed to report to Director (P) for further duties/posting.

6. This issues with the prior approval of the Competent Authority.

 14/12/23  
**Administrative Officer (Estt.)-II**

To

All Officer(s) concerned

Copy to:-

1. All Addl. Commissioners, MCD
2. All HODs/DCs/CVO-through e-mail.
3. PS to Commissioner, for kind information of Commissioner, MCD
4. Director (IT): with the request to get it uploaded on Municipal's website.
5. DCA concerned.
6. In-charge of CR/PR Cell.
7. Guard File/Office copy.

Copy for information to:-

1. The Hon'ble Mayor
2. The Hon'ble Deputy Mayor
3. The Hon'ble Leader of the House
4. The Hon'ble Leader of the Opposition

 14/12/23  
**Administrative Officer (Estt.)-II**