

DELHI JAL BOARD: GOVT OF NCT OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (D)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-5.

No. DJB/AC(D)/H.C./2017/ 1029

Dated : 04-01-2017
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C I R C U L A R

The Administration has received various cases of stepping up of pay in the category of Head Clerk/OS as per office Memorandum/office order issue vide no. 175 (Min) dt. 10-07-2015. In this connection, it has been observed that the maximum cases of stepping up received in this office are not in proper format/recommended by concerned DDO/AAO/AO/Sr.AO.

All the concerned DDO's are hereby requested to submit the stepping up cases of eligible officials to Administration promoted as Head Clerk or who have got 2nd ACP prior to 1/1/2006, in the Performa attached, duly verified/recommended by DDO/AAO/AO/Sr.AO concerned for Administrative approval.

Concerned DDO will be responsible for the delay in submission of stepping up cases of eligible officials.



(A.K. SHARMA)
ASSISTANT COMMISSIONER(D)

All DDOs

Copy for information to :-

1. Member (A)/Dir.(A&P)
2. All AC's



ASSISTANT COMMISSIONER(D)

KRE 15/1/17

Sub: Representation of Smt/Sh. _____, desig. _____ C/o _____
 regarding Anomaly in his/her pay with respect to her/his junior Smt./sh
 C/o _____ May kindly see the request of
 Sh./Smt., _____ C/o _____ regarding stepping up his/her pay from Smt./ Sh. _____
 design. _____ C/o _____ He/She has stated that Smt./Sh. _____ is junior to him/her & drawing
 higher pay w.e.f. _____.

As per their Service Book, a comparative statement has been prepared regarding of pay drawn by two officers from time to time is as under:-

A) Details of promotion/financial up-gradation to the officials

Sl. No.		Sh./Smt. whose pay is to be fixed (Senior)	Sh./Smt. Pay has already fixed (Junior)
1	a) D.O.A. as LDC		
	b) BP at the time of appointment with reference page of SB/PF		
2	a) Date of Promotion as U.D.C. vide O.O. No. dt. with reference page of SB/PF		
	b) BP at the time of promotion as UDC with reference page of SB/PF		
3	a) Date of Ist/ IInd ACP vide O.O. No. dt. with reference page of SB/PF		
	b) BP at the time of 1 st /2 nd ACP with reference page of SB/PF		
4	a) Date of promotion as Head Clerk vide O.O. No. dt. with reference page of SB/PF		
	b) BP at the time of Promotion as HC with reference page of SB/PF		
	c) BP as on 01.01.2006 as per 5 th CPC		
	d) BP as on 01.01.2006 as per 6 th CPC		
5	a) Date of IIIrd ACP/MACP vide O.O. No. dt. with reference page of SB/PF		
	b) BP at the time of 3 rd ACP/MACP with reference page of SB/PF		
6	a) Promotion as O.S. vide O.O. No. dt. with reference page of SB/PF (Specify adhoc/ regular)		
	b) BP at the time of promotion as OS with reference page of SB/PF		
7	a) Promotion as A.O./ZRO vide O.O. No. dt. with reference page of SB/PF (Specify adhoc/ regular)		
	b) BP at the time of promotion as AO/ZRO with reference page of SB/PF		

As per the Seniority list of UDC as well as Head Clerk, Sh./Smt. _____ is senior with Smt./Sh. _____ Copy placed opposite for ready reference. The detail is as under:-
 Sh./Smt. _____ Sh./Smt. _____
 S. No. in Seniority list of U.D.C. _____ S. No. in Seniority list of U.D.C. _____
 S. No. in Seniority list of H.C. _____ S. No. in Seniority list of H.C. _____
 Keeping in view of the elaborated facts, it has been observed that Sh./Smt. _____ is senior to Sh./Smt. _____ but he is drawing less pay than his/her junior (i.e. Smt./Sh. _____).

Accordingly, the Services book and Personal File of Smt./Sh. _____, design. _____ C/o _____ and Sh./Smt. _____, Desig. _____, C/o _____ may be forwarded to AAO/AO concerned for approval / scrutinizing the case for stepping up.
 Submitted Please.

Dealing Assistant

DDO
 The above details have been verified from SB/PF of both the officials and it is found that the anomaly has arisen w.e.f. _____. As such it is recommended for administrative approval that the BP of Sh./Smt. _____ + GP (Sr.) _____ may be stepped up to Rs. _____ + GP _____ w.e.f. _____ as per OM no. _____ dated _____ of DOP&T.

It is also certified that the Sh./ Smt. (Sr.) _____ official has not availed any EOL or facing any penalty during his/ her tenure of date of appointment to the date of anomaly.

AAO

AO/Sr. AO