



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ADMINISTRATION BRANCH**

MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE, DELHI-06

F. No. 2(163) /Admn/WCD/Promotion/2025/ 6478-88

Dated:

30 JUN 2025

ORDER

Consequent upon their promotion to the post of **Personal Assistant** (Non-Gazetted, Non-Ministerial, Group 'B') in **Pay Level-7** (₹44,900-1,42,400), vide Order No. 116 issued by the Deputy Secretary (Services-III), Services Department, GNCTD, endorsed vide F.3(3)/5/PROM/Steno /S.III/2025/956-964 dated **28.06.2025**, the following officials, presently working as **Stenographer Grade-III**, are hereby **relieved from their present posts with immediate effect**, with the direction to join their **promotional post of Personal Assistant** in the respective departments mentioned against their names for **physical and salary purposes**, as detailed below:

S. No.	Name of the Official & D.O.B.	Seniority No.	Department (Physical Posting)	Department from which they Salary Draw salary on diverted capacity basis
1.	Naveen (21.11.1992)	2271	MHA	MAMC
2.	Sushma Arora (26.06.1990)	2408 A	W&CD	PROSE
3.	Ujjwal Dutt Joshi (24.02.1995)	2419 A	MHA	MAMC
4.	Vishal Singh (31.10.1994)	2469 A	W&CD	PROSE

It is **certified** that, as per available records, **no vigilance case or disciplinary proceedings** are pending or contemplated against the above-mentioned officials, and **no penalty is in operation** at the level of this Department. Their **integrity is certified to be beyond doubt** as on date.

However, above promoted officials will not be entitled to the payment of pay and allowances for the period for which they would not have actually worked as Personal Assistant. The benefits will be admissible with effect from the actual date of their joining to the post of Personal Assistant. They will avail benefits of promotion on their joining duty in the departments in which they have been posted on promotion to the post of Personal Assistant.

These officials may exercise their option with regard to fixation of pay, if any, as per FR-22 within one month of issue of this order.

This issues with the prior approval of the Competent Authority, DWCD.

Deputy Director (Admin)

Dated:

30 JUN 2025

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Copy to:-

1. PS to Secretary, DWCD.
2. OSD to Director, DWCD.
3. SO to Special Director, DWCD.
4. The Deputy Secretary (Admn), Ministry of Home Affairs, North Block, New Delhi-110001.
5. The Deputy Secretary (Services), Services-III, Delhi Secretariat, 5th Level, B-Wing, I.P. Estate, New Delhi-110002
6. The Head of Office (MAMC), Bahadur Shah Zafar Marg, near Delhi Gate, Maulana Azad Medical College Campus, Balmiki Basti, New Delhi, Delhi, 110002.
7. The Head of Office (PROSE), Tis Hazari Courts, Delhi-110054.
8. Deputy Director (Vigilance), DWCD.
9. DDO/HOO, WCD (HQ).
10. PAO through DDO/HOO Concerned.
11. The official Concerned.
12. Guard file.

✓ 13. IF Branch, DWCD for updation on the Deptt. Website.

Deputy Director (Admin)