Performance Appraisal for Non-Teaching Staff



National Institute of Educational Planning and Administration

17-B Sri Aurobindo Marg New Delhi- 110016

No.F.29-2/2009-Pers. Ac. d. NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION 17-B,Sri Aurobindo Marg, New Delhi-110016

April 30, 2015

OFFICE ORDER NO. 48 /2015-2016-NUEPA

Consequent upon the recommendations of the Screening Committee made at its meeting held on 13.3.2015 & subsequent approval of the competent authority accorded thereto, Shri Bharat Bhushan Jain, Stenographer Grade-I working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200/- is hereby granted IInd MACP and is placed in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4600/- w.e.f. 2.1.2014.

The above financial upgradation is personal to the above official and he will continue to perform the same duties or higher responsibilities which may be assigned to him time to time.

In the event of his promotion in the said Pay Band and Grade Pay, granted to him under MACPs there will not be any pay fixation again.

Shri Bharat Bhushan Jain will have to exercise his option as per rules for fixation his pay within 30 days.

(Basavaraj Swamy)

Shri Bharat Bhushan Jain Stenographer Grade-I NUEPA, New Delhi.

c.c. to:

Finance Officer (2 copies)

PS to VC for information Hon'ble Vice Chancellor

Rersonal file

Service Book

Master file

Office Order file.

No.F.24-1/2011-Pers. (Pt.) NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION 17-B, Sri Aurobindo Marg, New Delhi-110016

May | , 2016

OFFICE ORDER NO. 79 /2016-17-NUEPA

Consequent upon the recommendation of the Departmental Promotion Committee in its meeting held on 03.05.2016 and subsequent approval of the competent authority accorded thereto, Shri Bhagwan B. Soyare, LDC in the Pay Band of Rs.5200-20200 with Grade pay of Rs.1900/ and drawing the Pay Band of Rs.5200-20200 with Grade pay of Rs.2800/- (under MACP Scheme) is hereby promoted to the post U.D.C. in the Pay Band of Rs.5200-20200 with Grade pay of Rs.2400/- with effect from 05.05.2016.

Since Shri Bhagwan B. Soyare is already placed in the Pay Band of Rs.5200-20200 + Grade Pay of Rs. 2800/- (under MACP Scheme) he is permitted to continue in the same pay band as personal to him and there will be no fixation of pay on his promotion to higher post of U.D.C. under this order.

(Basavaraj Swamy) Registrar

To

Shri Bhagwan B. Soyare L.D.C. NUEPA, New Delhi-110016.

c.c. to:

- 1. PS to VC for information Hon'ble Vice Chancellor
- 2. Finance Officer 2 copies
- 3. Personal file
- Service Book
- 5. Master file
- 6. Office Order file

No.F.24-1/2011-Pers. (Pt.) NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION 17-B, Sri Aurobindo Marg, New Delhi-110016

May | , 2016

OFFICE ORDER NO. 8 /2016-17-NUEPA

Consequent upon the recommendation of the Departmental Promotion Committee in its meeting held on 03.05.2016 and subsequent approval of the competent authority accorded thereto, Shri Ram Babu, LDC in the Pay Band of Rs.5200-20200 with Grade pay of Rs.1900/ and drawing the Pay Band of Rs.5200-20200 with Grade pay of Rs.2800/- (under MACP Scheme) is hereby promoted to the post U.D.C. in the Pay Band of Rs.5200-20200 with Grade pay of Rs.2400/- with effect from 05.05.2016.

Since Shri Ram Babu is already placed in the Pay Band of Rs.5200-20200 + Grade Pay of Rs. 2800/- (under MACP Scheme) he is permitted to continue in the same pay band as personal to him and there will be no fixation of pay on his promotion to higher post of U.D.C. under this order.

(Basavaraj Swamy)

Registrar

To

Shri Ram Babu L.D.C. NUEPA, New Delhi-110016.

c.c. to:

- 1. PS to VC for information Hon'ble Vice Chancellor
- 2. Finance Officer 2 copies
- 3. Personal file
- 4. Service Book
- 5. Master file
- 6. Office Order file

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No.F.25-9/2013-Pers. (Rectt.) NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION 17-B, Sri Aurobindo Marg, New Delhi-110016

November $\frac{3}{3}$, 2017

OFFICE MEMORANDUM

Consequent upon the recommendation of the Departmental Promotion Committee in its meeting held on 02.11.2017 and subsequent approval of the competent authority accorded thereto, the following officials of Stenographer Cadre in the Pay Band of Rs. 5200-20200 with Grade pay of Rs.2400/- are hereby promoted as Stenographer Grade-I in the Pay Band of Rs.9300-34800 Grade pay of Rs.4200/ w.e.f. 02.11.2017.

ſ	S.No.	Name and Designation	Name of Department/Section	Reporting officer
			where placed on promotion	
	1.	Shri Manohar Lal,	Department of School & Non-	Head of the Department
		Stenographer Grade-II	Formal Education Unit, NUEPA	
1	2.	Mrs. Anjali Arora,	Centre for Policy Research in	Director
		Stenographer Grade-II	Higher Education (CPRHE), NUEPA	

Since the above officials are already in the Pay Band of Rs.9300-34800 + Grade Pay of Rs. 4800/- (granted to them under MACP), there will be no fixation of pay on being promoted to higher post of Stenographer Grade-I under this order.

(Basavaraj Swamy) Registrar

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To

All officials as named above

c.c. to:

- 1. PS to VC for information of Hon'ble Vice Chancellor
- 2. Finance Officer 2 copies
- 3, Personal file
- 4. Service Book
 - 5. Master file
 - 6. Office Order file

 F.No. 17-18/90-91Pers.

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University)

17-B, SRI AUROBINDO MARG, NEW DELHI-110016

January 17,2018

OFFICE ORDER No. /2017-18-NIEPA
Reference:- Office Order No.243/2016-17 dated 06.12.2017

With reference to Office Order under reference, Shri Sunil Kumar Sharma, Assistant vide his letter dated 06.12.2017 has exercised his option to fix the pay on grant of promotion. Accordingly, the pay of Shri Sunil Kumar Sharma, Assistant who was drawing basic pay of Rs. 12,750/- in the pay band of Rs. 5200-20200 with Grade Pay of Rs. 2800/- is hereby revised and fixed at Rs. 13,320/- in the pay band of Rs. 4200/- Rs. 17,420/- w.e.f. 2.11.2017.

The due date of next increment in respect of **Shri Sunil Kumar Sharma**, **Assistant** shall be as under if otherwise eligible:-

Date of increment	Pay Band	Amount of Basic Pay
2.11.2017	Rs. 9300+34800+4200	Rs. 17,420/-

This issues with the approval of the Competent Authority.

Administrative Officer

Shri Sunil Kumar Sharma Assistant NIEPA, New Delhi.

C.c.to:-

- 1. Finance Officer (2 copies)
- 2. PS to VC for information Hon'ble Vice Chancellor
- 3. PA to Registrar for information of Registrar
- 4. Personal File
- 5. Service Book
- 6. Master File
- 7. Office Order File

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March	6	, 2018
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522 OFFICE ORDER NO. /2017-18-NIEPA

Consequent upon the recommendation of the Departmental Promotion Committee in its meeting held on 21.02.2018 and subsequent approval of the competent authority accorded thereto, Ms. Purnima Verma, LDC in the Pay Band of Rs. 5200-20200 with grade pay of Rs. 1900/is hereby promoted to the Post of U.D.C. in the Pay Band of Rs. 5200-20200 with Grade pay of Rs 2400/-- with effect from 21.02.2018.

The pay of Ms. Purnima Verma will be fixed as per rules on receipt of his option which she will exercise with in 30 days.

(Basavaraj Swamy)

Registrar

Shri Purnima Verma

UDC.

NIEPA, New Delhi-110016

Cc to:

- 1. PS to VC for information of VC
- 2. Finance Officer-2 copies
- 3. Personal file
- 4t Service Book
- Master File
- Office Order file

No. F.24-1/2011-Pers (Pt.)

National Institute of Educational Planning and Administration 17-b, Sri Aurobindo Mar, New Delhi-110016

March / 6 , 2018

OFFICE ORDER NO. 568

/2017-18-NIEPA

In Partial modification of Office order no 521/2017-18-NIEPA, dated march 06, 2018, Shri Hayat Singh, LDC in the Pay Band of Rs. 5200-20200 with grade pay of Rs. 2000/- is hereby promoted to the Post of U.D.C. in the Pay Band of Rs. 5200-20200 with Grade pay of Rs 2400/- with effect from 21.02.2018.

The pay of Shri Hayat Singh will be fixed as per rules on receipt of his option which he will exercise within 30 days.

(S.M.I.A. Zaidi) Registrar (i/c)

То

Shri Hayat Singh Rawat UDC NIEPA, New Delhi-110016

Cc to:

- 1. PS to VC for information of VC
- 2. Finance Officer-2 copies
- 3. Personal file
- 4. Service Book
- 5. Master File
- 6. Office Order file

(तैवातियो का धालेख)

[RECORD OF POSTING]

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No. F.24-1/2011-Pers (Pt.)

National Institute of Educational Planning and Administration 17-b, Sri Aurobindo Mar, New Delhi-110016 9 AT 40 W.

April /2. 2018

OFFICE ORDER NO. /2018-19-NIEPA

Consequent upon the recommendation of the Departmental Promotion Committee in its meeting held on 21.02.2018 to prepare a panel staff members to be considered for promotion as UDC against the vacancy of 25% Departmental Test Quota and subsequent approval of the competent authority accorded thereto on 03.04.2018, Ms. Rekha Rani, LDC in the Pay Band of Rs. 5200-20200 with grade pay of Rs. 1900/- is hereby promoted to the Post of U.D.C. in the Pay Band of Rs. 5200-20200 with Grade pay of Rs 2400/-- with effect from

The pay of Ms. Rekha Rani will be fixed as per rules on receipt of his option which she will exercise within 30 days.

> (Prof. SMIA Zaidi) Registrar (I/c)

Smt. Rekha Rani, UDC. NIEPA. New Delhi-110016

Cc to:

- 1. PS to VC for information of VC
- 2. Finance Officer-2 copies
- 3. Personal file
- 4. Service Book
- 5. Master File
 - 6. Office Order file

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IV सेवा वृत ता SERVICE VERIFICA

तथा पदनान [तिथि सहित]

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Finance Officer - 2 copies

Personal File

Mrs. Meena Virdi Stenographer Grade-I NIEPA, New Delhi

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Service Book

4. Master File

Office Order File

सत्यापन अधिकारी के हस्ताक्षर तथा पदनाम [तिथि सहित]

सरकारी कमेवारी के हस्ताक्षर

No. F. 29-2/2009-Pers. (Acad.) National Institute of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi- 110016

November 2, 2018

OFFICE ORDER NO. 38 9 /2018-19/NIEPA

Consequent upon recommendation of the Departmental Promotion Committee in its meeting held on 21.3.2018 and subsequent approval of the Competent Authority, accorded thereto, Mrs. Meena Virdi, Stenographer Grade-I in Level-6 as per 7th CPC (Pay Band of ₹9300-34800 + Grade Pay ₹4200/-as per 6th CPC) and drawing the pay in the Level-12 as per 7th CPC (Pay Band of ₹15600-39100 + Grade Pay ₹7600/-as per 6th CPC) (under MACP Scheme) is hereby promoted to the post of Private Secretary in Level-8 (Pay Band of ₹9300-34800 + Grade Pay ₹4800/-as per 6th CPC).

Since Mrs. Meena Virdi is already placed in Level-12 (under MACP Scheme), she is permitted to continue in the same Level in the Pay Matrix as personal to her and there will be no fixation of pay on her promotion to higher post of Private Secretary under this order.

This issues with the approval of the Competent Authority.

Registrar (I/c)

No. F. 25-4/2012-Pers. (Rectt.) National Institute of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi- 110016

April 29, 2019

OFFICE ORDER NO. \$28 /2019-20/NIEPA

Consequent upon recommendation of the Departmental Promotion Committee in its meeting held on 24.4.2019 and subsequent approval of the Competent Authority, accorded thereto, Shri Rajesh, MTS on 24.4.2019 and subsequent approval of the Competent Authority, accorded thereto, Shri Rajesh, MTS on 24.4.2019 and subsequent approval of the Competent Authority, accorded thereto, Shri Rajesh, MTS on 24.4.2019 and subsequent approval of the CPC of the Pay ₹1800/- as per 6th CPC of the Pay in the Level-4 as per 7th CPC (Pay Band of ₹5200-20200 + Grade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay ₹1900/- as per 6th CPC of the Pay Rade Pay Rade

Since Shri Rajesh is already placed in Level-4 (under MACP Scheme), he is permitted to continue in the same Level in the Pay Matrix as personal to him and there will be no fixation of pay on his promotion to higher post of Lower Division Clerk under this order.

This issues with the approval of the Competent Authority.

(Prof. Kumar Suresh)
Registrar (I/c)

Shri Rajesh Lower Division Clerk NIEPA, New Delhi

- 1. Finance Officer 2 copies
- 2. Personal File
- 3. Service Book
- 4. Master File

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No. F. 25-4/2012-Pers. (Rectt.) National Institute of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi- 110016

May 10, 2019

OFFICE ORDER NO. /2019-20/NIEPA

With reference to his application dated 30.5.2018, subsequent Departmental Qualifying Examination consisting of 'Typing Test on Computer' held on 28.7.2018 to fill up 10% of the vacancies amongst the Group 'C' staff on the basis of Departmental Qualifying Examination and approval of the Board of Management in its meeting held on 28.3.2019, approval of the Competent Authority is hereby conveyed for promotion of Shri Naresh Bhardwaj, MTS to the post of Lower Division Clerk in Level-2 in Pay Matrix Table as per 7th CPC under the following terms and conditions:-

- 1. His pay will be fixed under FR 22 (i) (a) (1) of Fundamental Rules for fixation of pay on promotion.
- 2. He should exercise his option within one month from the date of promotion, to have the pay fixed under the aforesaid rules from the date of such promotion/appointment or from the date of next increment.
- 3. He will continue to perform his duty in General Administration.

If the said offer for promotion to the post of Lower Division Clerk is acceptable to him, he should give his acceptance within seven days from the date of issue of this order and submit his joining report from the date of assuming duties of higher post of Lower Division Clerk, failing which the said offer will stand automatically withdrawn and cancelled.

(Dr. Naresh Kumar)
Administrative Officer (Vc)

Shri Naresh Bhardwaj Multi Tasking Staff NIEPA, New Delhi

- 1. PS to VC
- 2. PA to Registrar
- 3. Administrative Officer (I/C)
- 4. Finance Officer 2 copies
- 5. Personal File
- 6. Service Book
- 7. Master File
- 8. Office Order File

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No. F. 25-4/2012-Pers. (Rectt.) National Institute of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi- 110016

Mayjo, 2019

OFFICE ORDER NO. 4 2 /2019-20/NIEPA

With reference to his application dated 30.5.2018 and request dated 31.5.2018 for exemption from Typing Test on computer in the light of Office Memorandum No. 14020/1/2014-Estt.(D) dated 22.4.2015 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training and approval of the Board of Management in its meeting held on 28.3.2019, approval of the Competent Authority is hereby conveyed for promotion of Shri Irfan, MTS to the post of Lower Division Clerk in Level-2 in Pay Matrix Table as per 7th CPC under 10% quota to be filled up amongst the Group 'C' staff on the basis of Departmental Qualifying Examination under the following terms and conditions:

- 1. The promotion of Shri Irfan, MTS to the post of Lower Division Clerk will be personal to him.
- 2. His pay will be fixed under FR 22 (i) (a) (1) of Fundamental Rules for fixation of pay on promotion.
- 3. He should exercise his option within one month from the date of promotion, to have the pay fixed under the aforesaid rules from the date of such promotion/appointment or from the date of next increment.
- 4. He will be posted in General Administration.

If the said offer for promotion to the post of Lower Division Clerk is acceptable to him, he should give his acceptance within seven days from the date of issue of this order and submit his joining report from the date of assuming duties of higher post of Lower Division Clerk, failing which the said offer will stand automatically withdrawn and cancelled.

(Dr. Naresh Kumar)

Administrative Officer (I/c)

Shri Irfan Multi Tasking Staff NIEPA, New Delhi

- 1. PS to VC
- 2. PA to Registrar
- 3. Administrative Officer (I/C)
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No. F. 29-2/2009-Pers. (Acad.) National Institute of Educational Planning and Administration 17-B, Sri Aurobindo Marg, New Delhi- 110016

May 13, 2019

OFFICE ORDER NO.

Consequent upon recommendation of the Departmental Promotion Committee in its meeting held on 8.5.2019 and subsequent approval of the Competent Authority, accorded thereto, Mrs. Kanchan Sharma, Stenographer Grade-I in Level-6 as per 7th CPC (Pay Band of ₹9300-34800 + Grade Pay ₹4200/as per 6th CPC) and drawing the pay in the Level-9 as per 7th CPC (Pay Band of ₹9300-34800 + Grade Pay ₹5400/-as per 6th CPC) (under MACP Scheme) is hereby promoted to the post of Senior Private Secretary in Level-8 (Pay Band of ₹9300-34800 + Grade Pay ₹4800/-as per 6th CPC) w.e.f. 9.5.2019.

Since Mrs. Kanchan Sharma is already placed in Level-9 (under MACP Scheme), she is permitted to continue in the same Level in the Pay Matrix as personal to her and there will be no fixation of pay on her promotion to higher post of Senior Private Secretary under this order.

Mrs. Kanchan Sharma will discharge duty in the same Department where she is posted presently.

This issues with the approval of the Competent Authority.

Registrar (I/c)

Mrs. Kanchan Sharma Stenographer Grade-I NIEPA, New Delhi

CC:

- 1. PS to VC
- 2. PA to Registrar
- 3. Administrative Officer (I/C)
- 4. Finance Officer 2 copies
- Personal File
- Service Book

Master File

F.N₉. 25-4/2012-Pers. (Rectt.) NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION 17-B, SRI AUROBINDO MARG, NEW DELHI-110016

September 24, 2019

OFFICE ORDER NO. 192 /2019-20/ NIEPA

Consequent upon recommendation of the Departmental Promotion Committee in its meeting held on 6.9.2019 and subsequent approval of the Competent Authority accorded thereto, Shri Pancham Prasad, MTS in Level -1 as per 7th CPC (Pay Band of Rs. 5200-20200+Grade Pay Rs.1800/- as per 6th CPC) and drawing the pay in Level-4 as per 7th CPC (Pay Band of Rs. 5200-20200+Grade Pay Rs. 2400/- as per 6th CPC) (under MACP Scheme) is hereby promoted to the post of Lower Division Clerk in Level-2 as per 7th CPC (Pay Band of Rs. 5200-20200+Grade Pay Rs. 1900/- as per 6th CPC).

Since, Shri Pancham Prasad is already placed in Level-4 (under MACP Scheme), he is permitted to continue in the same Level in the Pay Matrix as personal to him and there will be no fixation of pay on his promotion to higher post of Lower Division Clerk under this order.

This issues with the approval of the Competent Authority.

(Dr. Naresh Kumar) Administrative Officer(I/c)

Shri Pancham Prasad Lower Division Clerk NIEPA

- 1. Finance Officer- 2 copies
- 2. Personal File
- 2. Service Book
- 4. Master File
- 5. Office Order File

dated the 18th 26×9-A dated the 18th September, 929 सत्यापन सेवा भविघ जिस स्रोत से सत्यापित की गई ग्राद्यक्षर Period of जांच की Period of Service Initials of verifica रीख verification ग्रघीक्षक Sources from which verified सं तक 00 From Date of verification F. No. 25-4/2012-Pers. (Rectt.) NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION 17-B, Sri Aurobindo Marg, New Delhi-110016 May 17, 2022 OFFICE ORDER NO. 62 /2022-23/NIEPA Consequent upon recommendation of the Departmental Promotion Committee in its meeting held on 06.05.2022 and subsequent approval of the Competent Authority accorded thereto, Shri Manoj Kumar, MTS in Level-1 as per 7th CPC (Pay Band of Rs. 5200-20200 + Grade Pay Rs. 1800/- as per 6th CPC) and drawing the pay in Level-4 as per 7th CPC (Pay Band of Rs. 5200-20200 + Grade Pay Rs. 2400/- as per 6th CPC) (under MACP Scheme) is hereby promoted to the post of Lower Division Clerk in Level-2 as per 7th CPC (Pay Band of Rs. 5200-20200 + Grade Pay Rs. 1900/- as per 6th CPC) w.e.f. 06.05.2022. Since, Shri Manoj Kumar is already placed in Level-4 (under MACP Scheme), he is permitted to continue in the same Level in the Pay Matrix as personal to him and there will be no fixation of pay on his promotion to higher post of Lower Division Clerk under this order. If the said offer is acceptable to him, he should join his duty within seven days from the date of issue of this Office Order. This issues with the approval of the Competent Authority. (Dr. Sandeep Chatteriee) Registrar To, Shri Manoj Kumar Multi Tasking Staff NIEPA, New Delhi CC: 1. Sr. PS to VC- for information of Hon'ble VC

- 2. PA to Registrar-for record
- 3. Administrative Officer (I/c)
- 4. Finance Officer- 2 copies
- 5. Personal File of the official concerned
- 6. Service Book of the official concerned
- 7. Master File