

# 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

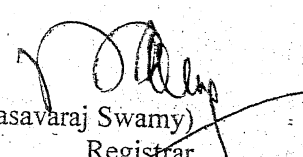
OFFICE ORDER NO. 48 /2015-2016-NUEPA

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)  
Registrar

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

c.c. to:

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

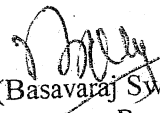
No.F.24-1/2011-Pers. (Pt.)  
NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION  
17-B, Sri Aurobindo Marg, New Delhi-110016

May 12, 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
4. 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 12, 2016

OFFICE ORDER NO. 81 /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

का नाम व वेतनमान  
Name of post & scale of pay

मूल पद है या स्थानापन्न और स्थायी या अस्थायी है  
Whether substantive or officiat & whether permanent or tempo

यदि स्थानापन्न हो तो लिखें कि (१) मूल या (२) क्या सेवा अनुच्छेद ३७१ के सी० अनुसार पेंशन के लिए गिनी जायेगी  
If officiating state [1] substantive ajment or [2] whether service coun pension under Act.371 C.S.I.

मूल पद में वेतन  
Pay in substantive

स्थानापन्न होने का अतिरिक्त साध  
Additional pay for officiating

वेतन शब्द के अर्तगत अन्य परिलब्ध  
Other emoluments falling unde term 'Pay'

Rs.० P.० Rs.० P.० Rs.० P.०

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

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION  
17-B, Sri Aurobindo Marg, New Delhi-110016

May 1, 2016

OFFICE ORDER NO. 80 /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 Bikram Singh Negi, 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 Bikram Singh Negi 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.

*(Signature)*  
(Basavaraj Swamy)  
Registrar

5200-20200 + G.P. 2800/-	1/7/2017	₹ 14780/-

अस्थायी सेवा के लिए अनुच्छेद ३७० के सी० नि० से सम्बन्धित आवश्यक प्रमाण-पत्र आलिखित करने चाहिए।  
\*For temporary service necessary certificate with reference to Articles 370 C.S.R. should be recorded.

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

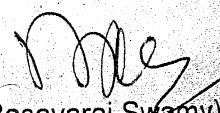
November 29, 2017  
30

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

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

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

न्यूपा/NUEPA  
प्रेषण अनुभाग/DESPATCH SECTION  
जारी तिथि/ISSUED DATE.....30/11/17

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. 473 /2017-18-NIEPA

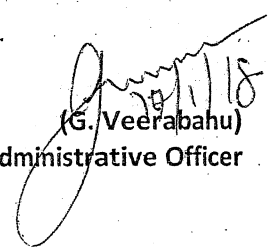
Reference:- Office Order No.243/2016-17 dated 06.12.2017

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.

  
(G. Veerabahu)  
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

पद का नाम व वेतनमान

Name of post &  
scale of pay

मूल पर है या स्थापना और अस्थायी है  
Whether substantive or offic  
& whether permant or temp

यदि स्थापना हो तो लिख कि (१) म  
या (२) क्या सेवा अनुच्छेद ३७१ के  
अनुसार पेशान के लिए गिनी अ  
If officiating state [1] substantiv  
ment or [2] whether service c  
pension under Act 371 C.

मूल पद में वेतन

Pay in substantive

स्थापना होने का अतिरिक्त :

Additional pay for officia

वेतन शब्द के अंतर्गत अन्य परिचय  
Other emoluments falling un  
term 'Pay'

नियुक्ति की तारीख

Date of appointment

Signature of Govt. servant

काला १ से ८ तक की नसबंदी में कार्य

Rs.६० P.५० Rs.६० P.५० P.५०

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. 519 /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, Mrs. Poonam Kumari, 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 of U.D.C. in the Pay Band of Rs. 5200-20200 with Grade pay of Rs 2400/-- with effect from 21.02.2018.

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

(Basavaraj Swamy)  
Registrar

To

Mrs. Poonam Kumari  
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



जिला और चौकी District & Post	तारीख Date		जिला आदेश की संख्या व तारीख No. & Date of District order	टिप्पणी Remarks
	से From	तक To		

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. 520 /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, Shri Bir Singh, 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 of U.D.C. in the Pay Band of Rs. 5200-20200 with Grade pay of Rs 2400/- with effect from 21.02.2018.

Since Shri Bir Singh 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 Bir Singh  
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



11, Sri Aurobindo Marg, New Delhi-110016

March 6, 2018

OFFICE ORDER NO. 522 /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

To

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
4. Service Book
5. Master File
6. Office Order file

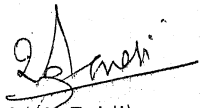
No. F.24-1/2011-Pers (Pt.)  
**National Institute of Educational Planning and Administration**  
**17-b, Sri Aurobindo Mar, New Delhi-110016**

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)

To

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 प्रालेख )

## [ RECORD OF POSTING ]

टिप्पणी Remark	जिला और चौकी District & Post	तारीख Date		जिला आदेश की संख्या व तारीख No. & Date of District order	टिप्पणी Remarks
		से From	तक To		

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

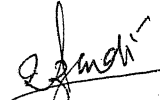
**National Institute of Educational Planning and Administration**  
**17-b, Sri Aurobindo Mar, New Delhi-110016**

March 28, 2018

OFFICE ORDER NO. 564 /2017-18-NIEPA

Consequent upon the recommendation of the Departmental Promotion Committee in its meeting held on 21.03.2018 and subsequent approval of the competent authority accorded thereto, Mrs. Kiran Kapoor, Stenographer Grade-I in the Pay Band of 9300-34800 +G.P. 4200/- and drawing the Pay Band 3 Rs.15600-39100 with grade pay of Rs. 7600/- (under MACP Scheme) is hereby promoted to the Post of Private Secretary in the Pay Band of 9300-34800 +G.P. 4200/- with effect from 21.03.2018.

Since Mrs. Kiran Kapoor is already placed in the Pay Band 3 Rs. 15600-39100 with grade pay of Rs. 7600 (under MACP Scheme), she is permitted to continue in the same pay band as personal to her and there will be no fixation of pay on her promotion to higher post of Private Secretary under this order.

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

To

Mrs. Kiran Kapoor  
 Private Secretary  
 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

श्री. (Kiran Kapoor)  
 को) अब  
 2018-03-28  
 - on CL  
 28/3/18

श्री. अलय  
 सर  
 2018-03-28  
 27/3/18

IR  
 सव

पर का नाम व स्थिति  
Name of post &  
scale of pay

मूल पद है या स्थानापन्न और स्थायी है  
या अस्थायी है  
Whether substantive or officiating  
& whether permanent or temporary

यदि स्थानापन्न हो तो लिखें कि (१) मूल पद नियुक्ति  
या (२) क्या सेवा अनुच्छेद ३७९ के ० सी० नि० के  
अनुसार पेंशन के लिए गिनती जायेगी  
If officiating state [1] substantive appoint-  
ment or [2] whether service counts for  
pension under Act 371 C.S.R.

मूल पद से वेतन

Pay in substantive

स्थानापन्न होने का अतिरिक्त साधन

Additional pay for officiating

वेतन शब्द के अन्तर्गत अन्य परिलक्षितियां

Other emoluments falling under the  
term 'Pay'

1

2

3

4

5

6

7

Consequent upon grant of  
3rd M.A.C.P. pay has been fixed  
at Rs 14370/- plus grade pay Rs 4200/-  
in pay band of Rs 9300-34800 with  
grade pay Rs 4200/- w.e.f. 1.7.2017 (III part grant 20.4.2017)  
Made office order no 484/2017-18 NTPA  
Dt. 30.11.2018

(A.O.)

~~17/2017~~

Rs ३० P.१०	17/2015	15,700/-	16,150/-	17,2017	16,670/-	(111822) (13870+2800)
Rs ३० P.१०	17/2016	15,700/-	16,150/-	17,2017	16,670/-	(111822) (13870+2800)

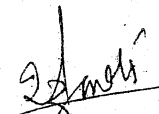
No. F.24-1/2011-Pers (Pt.)  
National Institute of Educational Planning and Administration  
17-b, Sri Aurobindo Mar, New Delhi-110016

April 6, 2018

OFFICE ORDER NO. 013 /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 03.04.2018.

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

S.O 121

IV सेवा वृत्त तब SERVICE  
VERIFICATIONप्रभावित करने  
घटना  
स्थापन अधिकारी के हस्ताक्षर  
तथा पदनाम [ तिथि सहित ]स्थापन अधिकारी के हस्ताक्षर  
तथा पदनाम [ तिथि सहित ]सरकारी कर्मचारी 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. 389 /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 7<sup>th</sup> CPC (Pay Band of ₹9300-34800 + Grade Pay ₹4200/-as per 6<sup>th</sup> CPC ) and drawing the pay in the Level-12 as per 7<sup>th</sup> CPC (Pay Band of ₹15600-39100 + Grade Pay ₹7600/-as per 6<sup>th</sup> 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 6<sup>th</sup> 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.

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

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

CC:

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







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. 41 /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 7<sup>th</sup> 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.

 10.05.2019

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

Shri Naresh Bhardwaj  
Multi Tasking Staff  
NIEPA, New Delhi

CC:

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

माहित  
अनुदेश  
वols. 4  
on 14)

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


May 15, 2019

OFFICE ORDER NO. 42 /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 7<sup>th</sup> 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.

  
10-05-2019

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

Shri Irfan  
Multi Tasking Staff  
NIEPA, New Delhi

CC:

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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Officer

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. 45 /2019-20/NIEPA

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 7<sup>th</sup> CPC (Pay Band of ₹9300-34800 + Grade Pay ₹4200/- as per 6<sup>th</sup> CPC ) and drawing the pay in the Level-9 as per 7<sup>th</sup> CPC (Pay Band of ₹9300-34800 + Grade Pay ₹5400/-as per 6<sup>th</sup> 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 6<sup>th</sup> 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.

  
13/05/19  
(Prof. Kumar Suresh)  
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
5. Personal File
- ✓ 6. Service Book
7. Master File

F.No. 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

CC:

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

जांच की रीख Date of verification	सत्यापन सेवा अवधि Period of Service verification	जिस स्रोत से सत्यापित की गई Sources from which verified	आक्षेप Initials of		सत्यापन सेवा Period of verification से From
	स From		तक To	अधीक्षक Sundt	

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 7<sup>th</sup> CPC (Pay Band of Rs. 5200-20200 + Grade Pay Rs. 1800/- as per 6<sup>th</sup> CPC) and drawing the pay in Level-4 as per 7<sup>th</sup> CPC (Pay Band of Rs. 5200-20200 + Grade Pay Rs. 2400/- as per 6<sup>th</sup> CPC) (under MACP Scheme) is hereby promoted to the post of Lower Division Clerk in Level-2 as per 7<sup>th</sup> CPC (Pay Band of Rs. 5200-20200 + Grade Pay Rs. 1900/- as per 6<sup>th</sup> 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.

*U. Sal*  
(Dr. Sandeep Chatterjee)  
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

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