



CIRCULAR

In terms of the decisions taken by the Executive Committee and the procedure being followed for the purpose, the following employees have been promoted/re-designated/scales upgraded / confirmed to the corresponding position and Pay band plus Grade Pay, with effect from the dates indicated against their names :-

(I)A. PROMOTION/RE-DESIGNATION

S.No.	Name (S/Shri/Ms./Dr./ CA.)	Promoted / Re- designated as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Promotion / Re- designation
HEAD OFFICE				
1	Prem Lata Bhutani	Joint Director	PB-4 Rs. 37450 - 67000 + Rs. 10000	01-Nov-14
2	Deepak Bhardwaj	Deputy Secretary	PB-4 Rs. 37450 - 67000 + Rs. 8700	18-Oct-14
3	Pratikshit Mehta	Deputy Secretary	PB-4 Rs. 37450 - 67000 + Rs. 8700	27-Dec-14
4	Shalini Jindal	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	30-Nov-14
5	Nidhi Singh	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	03-Dec-14
6	Ankita Mangla	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	03-Dec-14
7	Nitin Grover	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	04-Dec-14
8	Monika Gupta	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	05-Dec-14
9	Kuldeep Vashist	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	05-Dec-14
10	Rohit Kumar	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	05-Dec-14
11	Sonia Taneja	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	13-Dec-14
12	Srimathi Prakash	Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	16-Dec-14
13	Pankaj Kakkar	Private Secretary	PB-2 Rs. 9330 - 34800 + Rs. 4800	09-Dec-14
14	Manorma Sharma	Assistant	PB-2 Rs. 9330 - 34800 + Rs. 4200	02-Nov-14
MUMBAI OFFICE				
15	Paul Gomes	Assistant Secretary	PB - 3 Rs. 15650 - 39100 + Rs. 6600	10-Oct-14



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16	Vijay Kumar K	Assistant Secretary	PB - 3 Rs. 15650 - 39100 + Rs. 6600	12-Dec-14
17	Seema Anand Majgaonkar	Data Entry Operator (Gr. UDC)	PB - 1 Rs. 5230 - 20200 + Rs. 2400	23-Dec-14
18	Sunil R. Jadhav	Sr. Peon	PB - 1 Rs. 5230 - 20200 + Rs. 1800	16-Dec-14
19	Mukund P. Kedare	Sr. Peon	PB - 1 Rs. 5230 - 20200 + Rs. 1800	17-Dec-14
20	Satyavan D. Kohli	Sr. Peon	PB - 1 Rs. 5230 - 20200 + Rs. 1800	18-Dec-14
21	Mandar S. Bhosale	Sr. Peon	PB - 1 Rs. 5230 - 20200 + Rs. 1800	18-Dec-14
22	Dinesh P. Bendekar	Sr. Peon	PB - 1 Rs. 5230 - 20200 + Rs. 1800	18-Dec-14
KOLKATA OFFICE				
23	Mita Sengupta	Assistant Secretary	PB- 3 Rs. 15650 - 39100 + Rs. 6600	28-Dec-14
SURAT OFFICE				
24	Ketan M. Ravadka	UDC	PB - 1 Rs. 5230 - 20200 + Rs. 2400	06-Dec-14
CENTRE OF EXCELLENCE, HYDERABAD				
25	Uma Suresh	Sr. Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	01-Oct-14

B. SCALE UPGRADATION / CHANGE IN SCALE

S.No.	Name (S/Shri/Ms./Dr./CA.)	Promoted / Re-designated as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Scale Upgradation
HEAD OFFICE				
26	Punam Tyagi	Section Officer (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	31-Oct-14
27	C.R. Kulashekar	Section Officer (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	09-Dec-14
28	Gunjan Kohli	Private Secretary (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	09-Dec-14
29	Y.S. Rawat	Private Secretary (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	15-Dec-14
30	Bishwa Nath Tiwari	Private Secretary (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	31-Dec-14
MUMBAI OFFICE				
31	Rupali N. Khatkhate	Librarian (Gr.Section Officer)	PB-2 Rs. 9330 - 34800 + Rs. 4800	14-Nov-14
KANPUR OFFICE				
32	Sulab Dubey	Section Officer (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	13-Oct-14



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33	Sumit Luthra	Section Officer (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	13-Oct-14
AHMEDABAD OFFICE				
34	Sameer Kumar Luke	Section Officer (SU)	PB-2 Rs. 9330 - 34800 + Rs. 5400	18-Oct-14

C. CONFIRMATION

S.No.	Name (S/Shri/Ms./Dr./CA.)	Confirmed as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Confirmation
HEAD OFFICE				
35	Aparna Chauhan	Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	07-Nov-14
36	Aakriti Bansal	Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	12-Nov-14
37	Shiv Gupta	Section Officer	PB-2 Rs. 9330 - 34800 + Rs. 4800	07-Oct-14
38	Arun Aggarwal	Section Officer	PB-2 Rs. 9330 - 34800 + Rs. 4800	28-Oct-14

A separate and individual communication containing fixation of pay and nature of duties continue to be performed etc. will be issued separately.

It may be noted for compliance that while the date of their respective promotion shall be as per details given against each, however, they shall be entitled to use the designation only with effect from the date on which they join/assume duty in their respective new position-scale of pay. For the purpose, they are requested to return the report, on assumption of duty, duly filled in and signed. Form of declaration to be made by employees at the time of promotion / confirmation is available on the intranet of the Institute.

While congratulating the officers-staff concerned, we earnestly request all concerned to continue to perform at a level that results in improved service to members and students.

(II) This Circular does not contain the name(s) of certain employee(s) in respect of whom separate advices are being issued, if any.

(S.K. Garg)
Joint Secretary

Individuals concerned through HoDs at different locations
Personal Files
Master File
Intranet

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