

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 4th February, 2019

OFFICE ORDER PART-II No. 21/2019-PERSONNEL

On being relieved from the post of Junior Hindi Translator in the Employees' State Insurance Corporation, Faridabad, Shri Upendra Kumar has been appointed as temporary Translator in the Rajya Sabha Secretariat in Level-8 in the Pay Matrix (corresponding to the pre-revised scale of PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4800) plus usual allowances as admissible under the rules, with effect from the forenoon of 31st January, 2019 and until further orders.

2. He shall continue to remain on probation and will not earn his increments till such time he qualifies in a typing test on Computer at the speed of 26.7 words per minute (8000 key depressions per hour) in English/Hindi typewriting. If he is unable to qualify in such typing test within 5 years from the date of his appointment, he shall be discharged from the service of the Secretariat.

Sd/-
(RAKESH PRASAD)
DIRECTOR

No. RS.4/7/2018/Vol. II-Perl.

Copy to :-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary General
3. Office of Secretary
4. Office of Joint Secretary (E&T)
5. The Deputy Director (Admn.), Regional Office, Faridabad, Employees' State Insurance Corporation, Sector 16, Faridabad. - *w.r.t. Office Order No.20 of year 2019 dated 30.01.2019, it is requested that the LPC and Service Book in respect of Shri Upendra Kumar may be forwarded to this Secretariat at the earliest.*
6. Shri Upendra Kumar
7. Office Order Book
8. Gradation List File
9. Estt. (G) Section
10. Estt. (A/Cs) & Budget Section
11. G.A. Section
12. Notice Office
13. Stores Section
14. Nodal Officer, AeBAS *-for information and necessary updation.*
15. CPIC, Parliament House
16. All Officers/ Sections/ P.S.s/ P.A.s etc. and
Pay & Accounts Office, Rajya Sabha