

# **RAJYA SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

**Dated the 4<sup>th</sup> February, 2019**

## **OFFICE ORDER PART-II No. 22/2019-PERSONNEL**

On being relieved from the post of Junior Translator in the Office of Director General of Audit (Defence Services), New Delhi, Ms. Sonu Das Saklani 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 01<sup>st</sup> February, 2019 and until further orders.

2. She shall continue to remain on probation and will not earn her increments till such time she 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 she is unable to qualify in such typing test within 5 years from the date of her appointment, she 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 Senior Audit Officer, O/o DGA (Defence Services), L-II Block, Brassey Avenue, New Delhi-110001 - *w.r.t. Office Order Part-II No.55 dated 31.01.2019, it is requested that the LPC and Service Book in respect of Ms. Sonu Das Saklani may be forwarded to this Secretariat at the earliest.*
6. Ms. Sonu Das Saklani
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