



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

(121)

No. WII/RTI/CPIO/2019-20 (Qtr-III)

Date: 28 November, 2019

To,

Shri A.K. Dubey  
Assistant Director (OL)  
Wildlife Institute of India  
Chandrabani, Dehradun

Sub.: Information under RTI Act, 2005-reg.

Ref.: Your RTI letter dated 25 October, 2019

Dear Sir,

Please refer to your application cited above under RTI Act, 2005. In this context, the information sought by you has been collected from concerned authority of the Institute and the same is attached herewith in 21 (twenty-one) pages.

If you are not satisfied with the aforesaid reply, you may appeal to the Appellate Authority i.e. "Director, Wildlife Institute of India, Post Box 18, Chandrabani, Dehradun – 248 001, Ph. 0135-2640910"

Thanking you,

  
(Dr. Anju Baroth)  
NO & CPIO (RTI)

  
2-12-19

R.T.I. - 44  
dispose of  
on 28/Nov/2019

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून - 248 001, उत्तराखण्ड, भारत  
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WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

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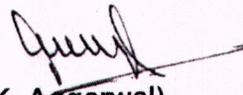
File No. RTI/ADM/2019-20

Dated 28.11.2019

Sub: Information under RTI by Shri A.K. Dubey vide his application dated 25.10.2019 – reg.

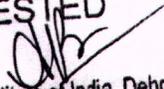
The information as asked by the RTI applicant Shri A.K. Dubey in response to his application dated 25.10.2019 is furnished below:-

- (1) The required information is furnished in **Annexure-1. A & B**.
- (2) The pay fixation sheet after implementation of Recruitment Rules of 2019, in respect of Shri P.K. Aggarwal, Deputy Registrar and Shri Rajiv Mehta, Academic Officer are attached as **Annexure 2 & 3**.
- (3) The details of promotion of Shri M.D. Gupta, Ex-Academic Officer/ Finance Officer has been furnished in Office Order No. WII/ADM/2011-12/017 (Part) dated 07.07.2015 (**Annexure 4**).
- (4) The required information is furnished vide **Annexure-5(A)** and **Annexure-5(B)** respectively.

  
(P.K. Aggarwal)  
Deputy Registrar

CPIO, WII\

INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

Annexure - 1 A



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

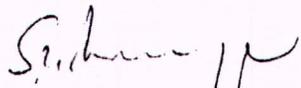
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Dated 23rd September, 1999

No. DPC/99-WII

OFFICE ORDER NO. 51/1999

On the recommendations of the Departmental Promotion Committee held on 17th August, 1999, Shri Arun Kumar Dubey, Hindi Translator in the pay scale of Rs. 4500-125-7000 in this Institute is hereby promoted to the post of Accountant in the pay scale of Rs. 5500-175-9000 with effect from the forenoon of 22nd September, 1999.

  
(S. K. Mukherjee)  
Director

Distribution:

1. Official concerned
2. Additional Director (A&T)
3. All Faculty Heads
4. Registrar
5. Administrative Officer
6. Finance Officer
7. Personal File/Service Book of the concerned individual.
8. Guard File

INFORMATION PROVIDED  
UNDER RTI



No.DPC/2000

## OFFICE ORDER NO.95/2000

On the recommendations of the Departmental Promotion Committee held on 3.10.2000 and with the approval of the Competent Authority, Shri M Suryanarayana, Hostel Suptd. in the pay scale of Rs.4500-125-7000 at this Institute is hereby promoted to the post of "Office Superintendent" in the pay scale of Rs.5500-175-9000 with effect from the forenoon of 20th November, 2000.

However, an option for pay fixation w.e.f. the date of next increment in the old pay scale or otherwise may be submitted within 30 days from the issuance of this office order. In case of non-submission of the said option within the stipulated time period, the effective date for DNI would be deemed as 1.11.2001.

(S.K. Mukherjee)  
Director

Shri M Suryanarayana,  
Hostel Suptd.

## Distribution:

1. Additional Director (A&T)
2. Sc SG(A)
3. Sc SG (T)
4. Sc SG(E)
5. All Faculty Heads
6. All Sectional Heads
7. Administrative Officer
8. Finance Officer
9. Internal Audit Officer
10. Personal File/S.B. File of concerned individual
11. Office Order/Guard File

**INFORMATION PROVIDED  
UNDER RTI**

**PAY CALCULATION IN RESPECT OF ADMINISTRATIVE STAFF AFTER REVISION OF  
RECRUITMENT RULES W.E.F. 1.4.2006 AND EFFECTIVE FROM 1.2.2019**

(1) **Shri P.K. Aggarwal, Administrative Officer**, now re-designated as Deputy Registrar: The pay scale of this post is in Pay Band 3 with Grade Pay of Rs.7600.

Pay as on 1.4.2006 in Pay Band 2 (Rs.16,930) with Grade Pay of Rs.5400 as on 1.4.2006 as per Office Order No. A/3-7/86-WII dated 21<sup>st</sup> April, 2010 (page 28/c).

Date	Band Pay	Increment @ 3%	Grade Pay	Basic Pay
1.4.2006	21,900	Minimum fixed	7600 -	29,500
1.7.2007	21,900 ✓	890	7600	30,390
1.7.2008	22,790 ✓	920	7600	31,310
2 <sup>nd</sup> Upgradation under Modified Career Progression Scheme (MACPs) granted vide Office Order No. A/2-20/2010-WII dated 12.09.2011 w.e.f. 01.09.2008 (Order copy placed at page <u>29</u> /c). The next higher grade under MACPs i.e. PB-4 with Grade Pay Rs.8700.				
1.9.2008	37,400 ✓	-	8700 ✓	46,100
1.7.2009	37,400 ✓	1390 ✓	8700 ✓	47,490 ✓
1.7.2010	38,790 ✓	1430 ✓	8700 ✓	48,920 ✓
1.7.2011	40,220 ✓	1470 ✓	8700 ✓	50,390 ✓
1.7.2012	41,690 ✓	1520 ✓	8700 ✓	51,910 ✓
1.7.2013	43,210 ✓	1560 ✓	8700 ✓	53,470 ✓
1.7.2014	44,770 ✓	1610 ✓	8700 ✓	55,080 ✓
1.7.2015	46,380 ✓	1660 ✓	8700 ✓	56,740 ✓
Pay fixation on implementation of 7 <sup>th</sup> CPC w.e.f. 1.1.2016. Basic Pay 56,740/- x 2.57 = 1,45,822/- . Next stage in pay matrix level 13 is Rs.1,47,000.				
Date	Pay	Increment	Basic Pay	
1.1.2016	1,47,000 ✓	-	1,47,000 ✓	
1.7.2016	1,47,000 ✓	4400 ✓	1,51,400 ✓	
3 <sup>rd</sup> Upgradation under Modified Career Progression Scheme (MACPs) granted vide Office Order No. WII/ADMN/2017-18/19 dated 10 <sup>th</sup> October, 2017 w.e.f. 24.12.2016 (Order copy placed at page <u>31</u> /c). The next higher grade under MACPs i.e. Pay Matrix Level 13-A. Fixation benefit @ 3% allowed i.e. Rs.4500 on Rs.1,51,400 = Rs.1,55,900. Next higher stage in Pay Matrix is Rs.1,56,600.				
24.12.2016	1,56,600 ✓	-	1,56,600 ✓	
1.7.2017	1,56,600 ✓	4700 ✓	1,61,300 ✓	
1.7.2018	1,61,300 ✓	4800 ✓	1,66,100 ✓	
1.2.2019	1,66,100 Pay fixed as on 1.2.2019.			

**INFORMATION PROVIDED  
UNDER RTI**

ANNEXURE-3

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(2) **Shri Rajiv Mehta, Academic Officer:** The pay scale of this post is in Pay Band 3 with Grade Pay of Rs.6600. The officer was promoted as Section Officer vide Office Order No.WII/ADM/2015-16/019 dated 7<sup>th</sup> June, 2018 w.e.f. 20.10.2008 (page 34/c).

The pay scale of the post of Section Officer is in Pay Band 2 with Grade Pay of Rs.4800 w.e.f. 1.4.2006. The pay fixation shall be as under:

Date	Band Pay	Increment @ 3%	Grade Pay	Basic Pay
20.10.2008	13,350	Minimum fixed	4800	18,150
1.7.2009	13,350	550	4800	18,700
1.7.2010	13,900	570	4800	19,270
1.7.2011	14,470	580	4800	19,850
1.7.2012	15,050	600	4800	20,450
1.7.2013	15,650	620	4800	21,070
Granted Promotion to the post of Academic Officer vide Office Order No.WII/ADM/2015-16/019 dated 26.07.2018 w.e.f. 13.10.2013. The Grade Pay of this post is 6600. Pay fixed at the Minimum of the Grade Pay in PB-3 i.e. 18,750 with Grade Pay of Rs.6600 (Basic Pay Rs.25,350/-) w.e.f. 13.10.2013				
1.7.2014	18,750	760	6600	26,110
1.7.2015	19,510	790	6600	26,900
Pay fixation on implementation of 7 <sup>th</sup> CPC w.e.f. 1.1.2016. Basic Pay 26,900/- x 2.57 = 69,133/-. Next stage in pay matrix level 11 is Rs.69,700/-				
Date	Pay	Increment	Basic Pay	
1.1.2016	69,700	-	69,700	
1.7.2016	69,700	2100	71,800	
3 <sup>rd</sup> Upgradation under Modified Career Progression Scheme (MACPs) granted vide Office Order No. WII/ADM/2017-18/019 dated 9 <sup>th</sup> October, 2017 w.e.f. 31.03.2017 (Order copy placed at page <u>36/c</u> ). The next higher grade under MACPs i.e Pay Matrix Level 12. Fixation benefit @ 3% allowed i.e. Rs.2200 on Rs.71,800/- = Rs.74,000. Pay fixed at the Minimum of the Pay Level 12 i.e. Rs.78,800/- w.e.f. 31.3.2017.				
31.3.2017	78,800	Minimum Fixed	78,800	
1.1.2018	78,800	2400	81,200	
1.1.2019	81,200	2400	83,600	
1.2.2019	83,600 Pay fixed as on 1.2.2019			

above calculations seen and found correct

Rajiv Mehta

WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

No. WII/ADM/2011-12/017 (Part)

Dated: 7<sup>th</sup> July, 2015

Office Order

~~Sub: Implementation of Decision of Hon'ble High Court of Uttarakhand dated 26th May, 2015 in Writ Petition No. 1580 of 2011 (S/S) in case of M.D. Gupta Vs Wildlife Institute of India & Others - reg.~~

Pursuant to and for compliance of subject quoted decision/order of the Hon'ble High Court of Uttarakhand at Nainital the following orders are passed with immediate effect:

- (1) Reversion of those respondents who have got illegal promotions de hors the Rules.

On examination of the record, it is obtaining that the recommendations of the Departmental Promotion Committees held on 17.11.1993, 29.06.1994, 17.08.1999 and 03.10.2000 made recommendations de hors the rules as given under:

(i) The DPC held on 17.11.1993 recommended promotions to Shri V. Gopalacharulu and Shri M. Suryanarayan from level O-2 to O-3 without holding prescribed competitive examination. Also, it was incorrectly recommended to promote the employees on specific posts of level O-3. On promotion the employees should have been assigned to the next higher level of hierarchy and their deployment to specific posts was a matter of posting and transfer. Further, it was also incorrectly presumed by the DPC that the posts under consideration for promotion were isolated posts. The posts were at level O-3 of the administrative cadre having well defined hierarchy. Based on this incorrect conclusion of the DPC the posts were considered for promotion under unreserved category and the reservation roster was not prepared. Therefore, recommendation was in violation of the reservation policy.

In view of the above, the promotion order No. DPC/93-WII dated 15/12/93 promoting Shri V. Gopalacharyulu and another order of even number and date promoting Shri M. Suryanarayana from UDC to Storekeeper and Hostel Superintendent respectively were de hors the rules. Shri V. Gopalacharyulu superannuated on 30.06.2013.

(ii) The DPC held on 29/06/94 preponed the effective date of promotion of the employees earlier promoted vide DPC held on 17/11/93. Since the DPC held on 17/11/93 was itself flawed, the recommendations of this DPC also become in-fructuous and the promotion order dated 21/7/94 which ante dated the earlier promotion date is required to be withdrawn.

(iii) The DPC held on 17.08.1999 made recommendations de hors the Rules as uncl.

(a) This DPC recorded that 'no specific qualifications have been prescribed for the post of Hindi Translator as per existing Recruitment Rules'. This observation of DPC is misrepresentation of fact because the qualification required for the post of Hindi Translator were approved by the Governing Body in its 12th Meeting held on 17.11.1988 which were analogous to the recruitment rules of Hindi Official Language, (Rajbhasha) of DoPT. As per these rules the post of Hindi Translator is under Classification of Non-ministerial cadre.

(b) Further, the DPC considered and treated the post of Hindi Translator (non-ministerial) in line of promotion of the ministerial posts of the Institute. This recommendation of DPC and consequent promotion of Hindi Translator to the post of Accountant and of Smt. Baljit Kaur from UDC of ministerial cadre to the post of Hindi Translator (non-ministerial) was erroneous because the post of Hindi Translator was a direct recruitment isolated post and the rules do not permit lateral movement of Hindi Translator to the ministerial cadre for promotion purpose nor the personnel from ministerial cadre could get promotion to the Post of Hindi Translator. The sense contained in the Order of Hon'ble High Court which is under implementation is also conveying the isolated nature of the post of Hindi Translator.

That the direct recruitment of Shri A.K. Dubey to the post of Hindi Translator was made from the reserve pool of successful candidates of exam advertised by the Staff Selection Commission for filling up of posts of Hindi Translators in all departments of Government of India under the recruitment rules of Official Language, (Rajbhasha) Recruitment Rules. This exam was announced by the Staff Selection Commission vide their Advertisement F.No. 2/37/87-P&P (Vol.II). Shri A.K. Dubey appeared in the exam and the result placed him in the wait list.

Thus, the selection of Shri A.K Dubey to the post of Hindi Translator was not made within the ambit of the Recruitment Rules of the ministerial cadre of the Institute. If it were to be the post within the ministerial cadre at level O-3, the recruitment would have taken place with a candidate from the reserved category of Scheduled Caste. This is evident from the letter of the Institute No. A/3-2/86-WII dated 11.10.1988 written to the Director General, Surplus Cell, DoPT. The Institute requested the Staff Selection Commission for recruitment of personnel for the Institute. In response, the Staff Selection Commission vide their letter dated 28.2.1989 intimated that recruitment of candidate by advertising the post in autonomous institution is not under the purview of the Commission. Subsequently, the institute requested for providing a person from the reserve panel of candidates available with them. This requisition from the Institute did not ask for a person from Scheduled Caste category. The requisition from General Category was possible only when this post was treated as isolated. The Commission agreed to provide personnel from its wait list panel on certain conditions. The conditions were accepted by the Institute as communicated vide letter dated 5.12.1988. The candidate offered (general category) by the Staff Selection Commission, interalia, included a condition that the Institute will not subject the person selected by them to any other selection/exam. This condition was accepted by the Institute

INFORMATION PROVIDED UNDER RTI

vide letter No.A/3-2/86-WII dated 28.03.1989 and subsequently Shri A.K. Dubey was appointed to the post of Hindi Translator. The isolated posts are governed by ACP (now MACP) scheme which involve only non functional up-gradation of pay scales on completion of prescribed length of service. Therefore, the Departmental Promotion Committee erred in recommending lateral and functional promotion from non ministerial isolated post to the higher post of ministerial cadre. It is further obtaining that the pay scale of Hindi Translator was elevated to higher level under DoPT rules of Official Language Department w.e.f. 01.01.1996. Shri A.K. Dubey availed arrears of pay for the period he had served as Hindi Translator on his own application. No official can be given service benefits under two ~~different sets of recruitment rules. Therefore, there is no basis for treating this post at the O-3 level in the ministerial cadre for the benefit of ingress or egress into or out of the ministerial cadre.~~

This DPC further erred in recommending promotion of Smt. Baljeet Kaur from ministerial cadre (UDC) to the non-ministerial isolated post of Hindi Translator because this post was required to be filled up on Direct Recruitment basis as decided by the Governing Body in its 12th Meeting held on 17.11.1988.

Therefore, the promotions of Shri A.K. Dubey and Smt. Baljeet Kaur as recommended by the DPC held on 17.08.1999 and made vide Office Order No. DPC/99-WII dated 23.09.1999 are required to be reversed.

(iv) The DPC held on 03.10.2000 did not hold the prescribed competitive examination and therefore, its recommendation for promotion of Shri V. Gopalacharyulu, Shri M. Suryanarayana, Smt. T.K. Ahuja and Shri Rajiv Mehta was vitiated. The DPC also made factual error in assessing that the number of confidential reports required for assessment of promotion to the post of Accountant are different from the numbers required for assessment of promotion to the post of Office Superintendent. The two posts were at the same level in hierarchy and pay scale and were to be governed by the same set of recruitment rules.

The DPC adopted flawed scheme of promotions to specific posts of Accountant and Office Superintendent whereas the promotions were required to be made from Level of O-3 to O-4 and thereafter the occupancy on the posts of Accountant or of Office Superintendent was a matter of posting and transfer. Similar was the flawed recommendation in respect of promotion of Smt. T.K. Ahuja and Shri Rajiv Kumar Mehta. Therefore, the promotion order No. DPC/2000 dated 23.11.2000 promoting Shri V Gopalcharyulu and other orders of even numbers and dates promoting Shri M.Suryanarayan , Smt. T.K. Ahuja and Shri Rajiv Mehta are required to be reversed.

In view of the foregoing all promotions flowing from the DPCs held on 17/11/1993, 29/06/1994, 17/08/1999 and 03/10/2000 are hit by the Order of Hon'ble High Court because mandatory competitive examination were not conducted or employees not in line of promotions were recommended for promotion. Therefore, the promotion orders issued on recommendations of DPCs held on 17/11/1993, 29/06/1994, 17/08/1999 and 03/10/2000 are

hereby reversed and the employees are reverted back to their previous position(s) with immediate effect as under -

Sl. No	Sarav Shri/Smt.	Promotion de hors rules		Promotion Order Reversed	Position of Employee on Reversion
		From	To		
1	V. Gopalacharyulu	UDC	Storekeeper	Superannuated on 30/06/2013.	N.A
		Storekeeper	Accountant		
2	M. Suryanaryana	UDC	Hostel Superintendent	DPC/WII/94 dated 21/7/1994	Assistant-II as per existing designations of revised RRs of 2007 which is UDC in the level of O-2 of erstwhile rules of 1986.
		Hostel Superintendent	Office Superintendent	DPC/2000 dated 23.11.2000	
3	A.K. Dubey	Hindi Translator	Accountant	DPC/99-WII dated 23.09.1999	Hindi Translator
4	Baljeet Kaur	UDC	Hindi Translator	DPC/99-WII dated 23.09.1999	Assistant-II as per existing designations of revised RRs of 2007 which is UDC in the level of O-2 of erstwhile rules of 1986.
5	T.K. Ahuja	UDC	Storekeeper	DPC/2000 dated 23.11.2000	-do-
6	Rajeev Mehta	UDC	Hostel Superintendent	DPC/2000 dated 23.11.2000	-do-

(2) Notional promotion to Shri M.D. Gupta, (Petitioner in CWP 1580 of 2011) from the date on which he became entitled on the post of his next gradation and so on.

That Shri M.D. Gupta was recruited as Lower Division Clerk in year 1985 on Direct Recruitment basis. The Recruitment and Promotion Rules of the Institute vide which his service conditions were governed placed him at the level of O(1) and prescribed qualifying length of service of five years for promotion from Level O(1) to Level O(2). Further, the Rules require service length of five years from Level O(2) to O(3), of eight years from the Level O(3) to O(4), of five years from the Level O(4) to O(5).

Thus, Shri M.D. Gupta became eligible to promotions on the above levels as under:

Sl. No.	Promotion to Level	Date and Year in which Shri M.D. Gupta complete qualifying length of service for promotion to next grade.
1	O (2)	25.01.1990
2	O (3)	25.01.1995
3	O (4)	25.01.2003
4	O (5)	25.01.2008

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The Order of the Hon'ble Court mandate notional promotion to Shri M.D. Gupta from the date on which he became entitled on the post of his next gradation and so on. Presently, Shri M.D. Gupta is positioned at level O-2 of erstwhile recruitment rules of 1986 and at level of Assistant Grade II of the present rules. As shown in above Table he becomes eligible for promotion to O-5 level on 25-01-2008. At present the posts of Administrative Officer, Academic Officer and Finance Officer are the posts of that level. Presently, the post of Administrative Officer is filled up and the posts of Finance Officer and Academic Officer are vacant.

The post of Finance Officer was vacated by a deputationist and is available for promotion since 30.06.2007 and the position of Academic Officer was vacated by Shri Ashutosh Sharma on his superannuation on 31.12.2009 and these posts are available for promotion of the entitled employee since 01.07.2007 and 01.01.2010 respectively. The direction of Hon'ble Court renders the date of availability of post for promotion as the date of entitlement to next gradation and so on.

The recruitment rules of the Administrative cadre were amended in year 2007 and further amendment in the pay scales of Administrative Officer/Academic Officer and Assistant Grade I were made vide Institute's Circular No. A/1-3/XLVII/GBWII dated 19.11.2009. As a result, this level is now in three hierarchical sub gradations namely of (i) Finance Officer (PB 2: GP 4600), (ii) Academic Officer (PB 2: GP 4800) and (iii) Administrative Officer (PB 2 : GP 5400). The rules do not provide for any residency on these three sub gradations for promotions and thus promotion from Finance Officer to Academic Officer to Administrative Officer is only vacancy based. The position of Administrative Officer is held by Shri P.K. Aggarwal. Therefore, pursuant to and in compliance of Order of the Hon'ble Court, the notional upward movement of Shri M.D. Gupta can take place upto the position of Academic Officer.

Accordingly, in compliance of order of Hon'ble Court dated 26.05.2015 Shri M.D. Gupta is hereby promoted notionally from the level of Assistant II to Assistant I w.e.f. 25.01.1995, Assistant I to Section Officer w.e.f. 25.01.2003, Section Officer to Finance Officer w.e.f. 25.01.2008 and from Finance Officer to Academic Officer on regular basis with immediate effect i.e. from the date of issue of this order.

(3) In view of para (1) and (2) above of this order, the seniority list of Hindi Translator and cadre based ministerial staff after implementation of Order of Hon'ble High Court is decided as under:

**(A) Hindi Translator**

Name of the Post	No. of Posts	Pay Band & Grade Pay of the Post	Seniority Position	Name of Employee in order of seniority
Hindi Translator	01	PB-2 Grade Pay Rs.4200	1	Shri A.K. Dubey

**INFORMATION PROVIDED  
UNDER RTI**

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(B) Ministerial Cadre:

Hierarchy Level	No. of posts	Pay Band & Grade Pay of the Post	Seniority position	Name of Employee
Administrative Officer	01	PB-2 (Grade Pay 5400)	1	Shri P.K. Aggarwal
Academic Officer	01	PB-2 (Grade Pay 4800)	2	Shri M.D. Gupta
Finance Officer	01	PB-2(Grade Pay 4600)	-	Vacant
Section Officer	05	PB-2(Grade Pay 4200)	-	Vacant
			-	Vacant
			-	Vacant
Assistant - I	02	PB-2 (Grade Pay 4200)	-	Vacant
			-	Vacant
Assistant-II	10	PB-1 (Grade Pay 2400)	3	Shri M. Suryanarayana
			4	Smt. Baljeet Kaur
			5	Smt. T.K. Ahuja
			6	Shri Rajiv Mehta
			7	Shri A.S. Rawat
			8	Shri Suresh Kumar
			9	Smt. Shakuntala Devi
			10	Smt. Anita Pahwa
			11	Shri Kharak Singh
			12	Shri P.K. Mukherjee
Assistant-III	07	PB-1 (Grade Pay 1900)	13	Yogesh Bhatt
			14	Shri Sanjay Bharti
			15	Smt. Sadhna Verma
			16	Shri Naveen Kr. Singhal
			17	Smt. Padma Rani
			18	Shri P.S. Dhamanda
			19	Shri Vijay Prasad

*(Signature)*  
(V.B. Mathur)  
Director

Distribution:

- (1) Shri A.K. Dubey, Hindi Translator
- (2) All Employees of Ministerial Cadre of Administrative Services, WII (by name)

Copy to:

- (i) Additional Director General of Forests (WL), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhavan, Jor Bagh Road, Ali Ganj, New Delhi-110003.
- (ii) PA to Dean, FWS
- (iii) PA to Registrar, WII
- (iv) Administrative Officer/Finance Officer
- (v) Guard File

(V.B. Mathur)  
Director

INFORMATION PROVIDED UNDER RTI

Dated 25<sup>th</sup> July 2018

**Sub: Recommendations of Departmental Promotion Committee (DPC) for consideration of suitability of employees for promotion from Section Officer to Academic Officer and Finance Officer in accordance with Administrative Services (Recruitment and Promotion) Rules – 2007 of Wildlife Institute of India.**

The Meeting of the Departmental Promotion Committee (DPC) as constituted vide Notification No. WII/ADM/2015-16/019 dated 29<sup>th</sup> June 2018 was held on 25<sup>th</sup> July 2018 at 1130 hrs in the Board Room of the Institute.

The following were present:

- |       |  |                    |
|-------|--|--------------------|
| (i)   | Shri A.K.Wahal,<br>Former PCCF & Head of Forest Force,<br>Government of Arunachal Pradesh,<br>Dehradun   | - Chairman         |
| (ii)  | Shri Ajay Srivastav,<br>Scientist G & Registrar,<br>WII, Dehradun  | - Member           |
| (iii) | Shri B.P. Tamta,<br>Scientist-E,<br>Indian Council of Forestry Research & Education (ICFRE),<br>Dehradun | - Member           |
| (iv)  | Dr. V.B. Mathur,<br>Director,<br>WII, Dehradun   | - Member-Secretary |

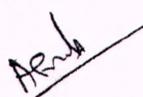
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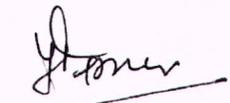
Dr. C. Ramesh, IFS, Lecturer, Central Academy for State Forest Service (CASFOS) could not attend the meeting due to his prior commitment.

The Member Secretary briefed the Departmental Promotion Committee (DPC) about matters connected with the promotion to the post of Academic Officer/Finance Officer in Pay Matrix Level 8/7 in accordance with Administrative Services (Recruitment and Promotion) Rules – 2007 of Wildlife Institute of India.

As per the Recruitment Rules, the promotion to the post of Academic Officer and Finance Officer are to be made from the Section Officers, who have rendered not less than 5 years of approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee.



  
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The promotions to the post of Finance Officer is to be made from the Section Officers who have rendered not less than 5 years of approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. Only those Section Officer shall be considered who have successfully completed the "Cash & Accounts Training Course" conducted by ISTM, New Delhi.

As per the record placed before this Committee, the following two incumbents are only eligible for promotion to the post of Academic Officer/Finance Officer and their names in accordance with their *inter-se-seniority* are given below:-

Sl.No.	Name	Current Designation	Date of Working in the Present Position
1.	Shri Rajiv Kumar Mehta	Section Officer	20.10.2008
2.	Smt. Baljeet Kaur	Section Officer	20.10.2008

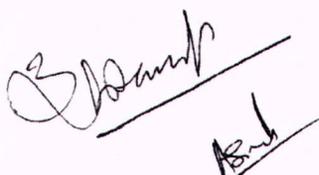
It was informed to the Committee that the promotion to the above posts could not be made earlier as the matter was pending before the Hon'ble High Court of Uttarakhand at Nainital. The Hon'ble High Court had decided the case vide its judgment dated 28.11.2016 and 10.01.2017 and ordered that the process of filling up of posts be undertaken in accordance with the Recruitment Rules of 1986, 1988 and 2007. In compliance to the orders of the Hon'ble High Court, the promotion exercise for promotion below the level of Section Officers had been completed in accordance with the Recruitment Rules and promotion order have been issued. Now the promotion to the post of Academic Officer/Finance Officer are to be made in accordance with the Recruitment Rules of 2007 as the RRs for the administrative staff were revised w.e.f. 01.08.2007 notified vide Circular No. A/1-3/XLVII/GB/WII (RRs) dated 01.08.2007.

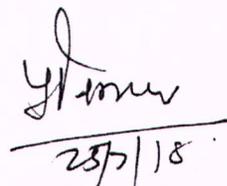
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Both the above officers fulfill the eligibility criteria for promotion to the post of Academic Officer/Finance Officer in accordance with the RRs of 2007. Further, both the employees have successfully completed the "Cash & Accounts Training Course" conducted by ISTM, New Delhi and a copy of the Certificate issued by ISTM is placed in file.

As per GoI, Department of Personnel & Training OM No. 22011/8/98-Estt.(D) dated 06.11.1998 where the mode of promotion of "Selection cum Seniority" and the prescribed benchmark is 'Good', the employees are to be graded as 'Good', 'Average' and 'Unfit only'. The employees who possess the benchmark 'Good' are to be included in the panel in the order of their seniority in the lower grade.



  
B. Kaur

  
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The DPC assessed the suitability of above two employees based on Annual Confidential Reports (ACRs) of the five years of the residency period (2008-09 to 2012-13). The summary of ACRs of the above employees is given under:

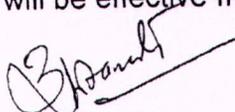
Sl. No.	Name of Official	ACR Period	Grading
(i)	Shri Rajiv Kumar Mehta	2008-09	Outstanding
		2009-10	Very Good
		2010-11	Very Good
		2011-12	Very Good
		2012-13	Very Good
(ii)	Smt. Baljeet Kaur	2008-09	Very Good
		2009-10	Outstanding
		2010-11	Very Good
		2011-12	Outstanding
		2012-13	Very Good

The above employees are above the benchmark 'Good' and found fit for promotion to the post of Academic Officer/Finance Officer and both the employees have successfully completed the Cash and Accounts Training conducted by ISTM, New Delhi. As per reservation roster, the 7<sup>th</sup> point for promotion is reserved for SC and 13<sup>th</sup> point is reserved for ST category candidates. In present case, both the officers are from UR Category and hence, the reservation roster in this case is not applicable.

In view of the above the DPC recommends that the promotion to the post of Academic Officer/Finance Officer (Pay Matrix Level 8/7) may be given in accordance with their seniority in the lower grade and as mentioned in the below mentioned Table:-

S.No.	Name of Employee	Promotion		Effective Date of Promotion
		From	To	
1.	Shri Rajiv Kumar Mehta	Section Officer	Academic Officer	13.10.2013
2.	Smt. Baljeet Kaur	Section Officer	Finance Officer	13.10.2013

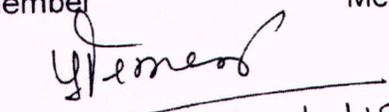
The above promotions are made on notional basis and financial implications will be effective from 25<sup>th</sup> July, 2018 onwards.

  
(B.P. Tamta)  
Member

  
(Ajay Srivastav)  
Member

  
(V.B. Mathur)  
Member Secretary

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(A.K. Wahal)  
Chairman  
25/7/18

Dated 4<sup>th</sup> June, 2018

Sub: Recommendations of Departmental Promotion Committee (DPC) for consideration of suitability of employees for promotion from O-2 Level (Upper Division Clerks) to O-3 Level (Storekeeper/Hostel Superintendent), O-3 Level to O-4 Level (Accountant/Section Officer) in accordance with the approved Recruitment Rules of Wildlife Institute of India.

The Meeting of the Departmental Promotion Committee (DPC) as constituted vide Notification No. WII/ADM/2015-16/019 dated 12<sup>th</sup> October, 2017 was held on 4<sup>th</sup> June, 2018 at 1600 hrs. in the Board Room of the Institute.

The following were present:

- |       |   |   |                  |
|-------|---|---|------------------|
| (i)   | Shri Ajay Srivastav, Registrar & Head of Office | - | Chairman         |
| (ii)  | Dr. S. Sathyakumar, Scientist-G, WII            | - | Member           |
| (iii) | Dr. K. Sivakumar, Scientist-F, WII              | - | Member           |
| (iv)  | Dr. B.P. Tamta, Scientist-E, ICFRE              | - | Member           |
| (v)   | Shri P.K. Aggarwal, Admn. Officer               | - | Member-Secretary |

The Chairman briefed the Departmental Promotion Committee regarding the decision taken by DPC in its meeting held on 12.04.2018. It was reiterated that the promotion exercise is to be done in accordance with the Recruitment Rules of 1986, 1988 and 2007 as per orders dated 28.11.2016 and 10.01.2017 of Hon'ble High Court of Uttarakhand at Nainital in Special Appeal No. 348/2015 & 338/2015 and Review Application No. 884/2016.

As per Recruitment Rules of 1986, the promotions to the posts from O-2 to O-3 Level are to be made through competitive examination and record evaluation by DPC. It was noted that the Institute had two sanctioned posts at O-3 level (Storekeeper and Hostel Superintendent) and the first promotion exercise on the basis of 1986 rules from O-2 to O-3 level i.e. from Upper Division Clerks to Storekeeper and Hostel Superintendent shall be made by considering the date 20.10.2000, because the promotions in administrative cadre are vacancy based and both the posts remained filled on promotion at O-3 level from 1992 to 19.10.2000 by Shri V. Gopalacharyulu and Shri M. Suryanarayana and vacated by these two officials on promotion to O-4 level on 20.10.2000. Thus, the date of first promotion through competitive examination from O-2 to O-3 level is 20.10.2000 as decided and communicated to all the eligible candidates.



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The competitive examination was conducted by the Institute and on the recommendations of Departmental Promotion Committee (DPC) meeting held on 12.04.2018, the promotion of ministerial staff of administrative cadre were made w.e.f. 20.10.2000 from O-2 Level to O-3 Level.

The name of the selected employees for promotion to O-3 Level (Store-keeper/Hostel Superintendent) in order of merit in the written competitive examination i.e. who have scored highest marks is given below:

Sl.No.	Name of Employee	Promotion		Effective date of Promotion
		From	To	
1.	Shri Rajiv Kumar Mehta	O-2 Level (Upper Division Clerk) Pay scale: Rs. 4,000-100-6,000 (pre-revised)	O-3 Level (Store-keeper) Pay scale: Rs. 4,500-125-7,000 (pre-revised)	20.10.2000
2.	Smt. Baljeet Kaur	O-2 Level (Upper Division Clerk) Pay scale: Rs. 4,000-100-6,000 (pre-revised)	O-3 Level (Hostel Superintendent) Pay scale: Rs. 4,500-125-7,000 (pre-revised)	20.10.2000

The promotion orders to the above two employees were issued vide Office Order No. WII/ADM/2015-16/019 dated 12.04.2018.

Member Secretary informed that the Recruitment Rules of Administrative Cadre were revised w.e.f. 01.08.2007 as notified by Circular No. A/1-3/XLVII/GBWII (RRs) dated 01.08.2007. A copy of which is placed at **Annexure-1**. According to the new RR, the designation of posts (as per 1986 rules) were revised w.e.f. 01.08.2007 as under:-

S.No.	Designation as per RRs of 1986	Designation of the post after revision of RRs in 2007
1.	Lower Division Clerk (O-1)	Assistant Grade-III
2.	Upper Division Clerk (O-2)	Assistant Grade-II
3.	Store Keeper/Hostel Superintendent (O-3)	Assistant Grade-I
4.	Accountant/Office Superintendent/ Assistant Store Officer/Assistant Estate Officer (O-4)	Section Officer
5.	Administrative Officer (O-5) Academic Officer Finance Officer	Administrative Officer Academic Officer Finance Officer

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The Institute has following promotional posts in Administrative Cadre:-

S.No.	Name of the Promotional Posts	No. of Positions
1.	Administrative Officer	01
2.	Academic Officer	01
3.	Finance Officer	01
4.	Section Officer (Administration - 01, Store - 01, Estate - 01 and Finance - 02)	05
5.	Assistant Grade-I	02
6.	Assistant Grade-II	10

The promotion from Assistant Grade-I to Section Officer is to be made first as per Recruitment Rules of 1986 and on the resultant vacancy of Assistant Grade-I, the promotion from Assistant Grade-II is to be made and subsequently from Assistant Grade-III to Assistant Grade-II.

**Promotion from Assistant Grade-I to Section Officer (from O-3 to O-4 Level):**

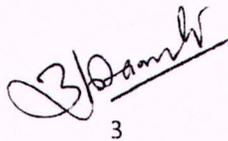
As per 1986 Rules, the promotion from O-3 to O-4 Level will be 100% by promotion of those who have put in 8 years in that grade (O-3), through competitive examination and record evaluation by DPC.

The two incumbents namely (i) Shri Rajiv Kumar Mehta and (ii) Smt. Baljeet Kaur were given promotion in order of merit in the written competitive examination i.e. who have scored highest marks. Their promotion date to O-3 level is 20.10.2000. As per 1986 Rules as indicated above, the minimum length of service for promotion from O-3 to O-4 Level is 8 years. Therefore, the due date of promotion of these two employees shall be 20.10.2008 from O-3 to O-4 Level i.e. from Assistant Grade-I to Section Officer. It is mentioned here that the Recruitment Rules were revised w.e.f. 01.08.2007. Hence, the promotion exercise shall be made as per revised RRs for promotion to the post of Section Officer. The revised rules for promotion to the post of Section Officer is reproduced below:-

"From Assistant Grade-I who have rendered not less than 6 years of regular service failing which Assistant Grade-II who have rendered not less than 10 years of regular service on the basis of Selection-cum-Seniority and on the recommendation of the Departmental Promotion Committee."





  
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In view of the above, the promotion of following two employees from O-3 Level to Section Officer (O-4 Level) shall be made in accordance with the revised Rules as mentioned above w.e.f. 20.10.2008:-

- (i) Shri Rajiv Kumar Mehta
- (ii) Smt. Baljeet Kaur

The DPC assessed the suitability of employees based on Annual Performance Appraisal Reports (APARs) of the previous eight years (after the year 2000) as given in **Annexure-I**.

The DPC went through the ACR records of above two officials and found that the benchmark grade of above employees is Good and are fit for promotion to the higher grade from O-3 Level (Assistant Grade-I) to O-4 Level (Section Officer) w.e.f. 20.10.2008.

**Promotion from Assistant Grade-II (O-2 Level) to Assistant Grade-I (O-3 Level):**

In view of the promotions of Shri Rajiv Kumar Mehta and Smt. Baljeet Kaur to the level of Section Officer (O-4 Level), the following resultant vacancy of Assistant Grade-I (O-3 Level) are available for promotion on 20.10.2008. The promotions will be made in accordance with the Recruitment Rules of 2007. The RRs are reproduced below:-

"From Assistant Grade-II who have completed not less than 5 years approved service as Assistant Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee."

The following officials are eligible for promotion to the post of Assistant Grade-I w.e.f. 20.10.2008:-

- (i) Smt. T.K. Ahuja
- (ii) Shri A.S. Rawat

The DPC went through the ACR records of above two officials and found that the benchmark grade of above employees is Good and are fit for promotion to the higher grade from O-2 Level (Assistant Grade-II) to O-3 Level (Assistant Grade-I) w.e.f. 20.10.2008.

*[Handwritten signatures: S. S. Ahuja, B. Kaur, A. S. Rawat, T. K. Ahuja]*

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**Promotion from Assistant Grade-I (O-3 Level) to Section Officer (O-4 Level):**

Further, the above two officials namely (i) Smt. T.K. Ahuja and (ii) Shri A.S. Rawat may be considered for promotion to Section Officer (O-4 Level) after completion of residency period of 6 years w.e.f. 20.10.2008 or 10 years of regular service of Assistant Grade-II, they become eligible for Section Officer w.e.f. 20.10.2013. After going through the ACR records of above two officials and found that the benchmark grade of above employees is Good and are fit for promotion to the higher grade from O-3 Level (Assistant Grade-I) to O-4 Level (Section Officer) w.e.f. 20.10.2013.

**Promotion to the Resultant Vacancies:**

Consequent upon the promotion of Shri Rajiv Kumar Mehta and Smt. Baljeet Kaur from Section Officer to the Post of Academic Officer and Finance Officer (the due date of promotion shall be 20.10.2013. Hence two position at the level of Section Officer (O-4 level) shall be available w.e.f. 20.10.2013. The other three vacancies of Section Officer shall also be available on 20.10.2013. The post of Assistant Grade-I is also available for promotion on 20.10.2013.

- (i) Section Officer - 05
- (ii) Assistant Gr-I - 02

In view of the above stated position, the five positions of Section Officer (O-4 Level) and 02 Positions of Assistant Grade I (O-3 Level) are available for promotion as resultant vacancies as per details given below:

Sl. No.	Name of Positions for promotion	No. of Positions	Date of vacancies available for promotion
1	Section Officer (O-4) Level	05	20.10.2013
2	Assistant Grade I	02	20.10.2013

The following Assistant Grade-II officials are under zone of consideration for promotion to the post of Section Officer and Assistant Grade-I in accordance with the RRs of 2007:-

- (i) Smt. T.K. Ahuja, Assistant Grade I (UR)
- (ii) Shri A.S. Rawat, Assistant Grade I (UR)

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- (iii) Smt. Shakuntala Devi, Assistant Grade II (UR)
- (iv) Smt. Anita Pahwa, Assistant Grade II (SC)
- (v) Shri Kharak Singh, Assistant Grade II (UR)
- (vi) Shri P.K. Mujherjee, Assistant Grade II (UR)
- (vii) Shri Yogesh Chandra Bhatt, Assistant Grade II (UR)

The RRs of 2007 for Section Officer and Assistant Grade-I are reproduced below:-

**2007 RRs for Section Officer:**

"From Assistant Grade-I who have rendered not less than 6 years of regular service failing which Assistant Grade-II who have rendered not less than 10 years of regular service on the basis of Selection-cum-Seniority and on the recommendation of the Departmental Promotion Committee."

**2007 RRs for Assistant Grade I:**

"From Assistant Grade-II who have completed not less than 5 years approved service as Assistant Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee."

**Proposal for Promotion to the Post of Section Officer and Assistant Grade-I:**

Sl. No.	Name of Positions for promotion	No. of Positions	Date of vacancies available for promotion	Name of Employee due for promotion
1	Section Officer (O-4) Level	05	20.10.2013	(i) Smt. T.K. Ahuja (ii) Shri A.S. Rawat (iii) Smt. Shakuntala Devi (iv) Smt. Anita Pahwa (v) Shri Kharak Singh
2	Assistant Grade I	02	20.10.2013	Shri P.K. Mukherjee, Ad hoc Shri Yogesh Chandra Bhatt, Ad hoc

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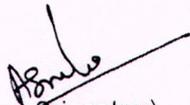
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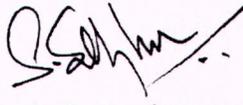
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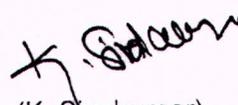
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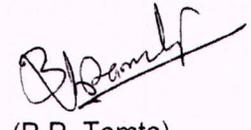
The DPC considered the reservation roster and as per roster the seventh post will be utilized by SC category. The seventh post of Section Officer stand utilized on three earlier occasions, i.e. by Shri Suresh Kumar belonging to SC category and now again will be utilized by Smt. Anita Pahwa who belong to SC category at S.No.1 (iv) above. There is no employee from the Scheduled Tribe category and therefore, the roster for ST category will not apply.

The DPC went through the ACR records (**Annexure-I**) of above officials and found that the benchmark of above employees is Good and are fit for promotion to the higher grade as mentioned in the above table. The promotions to the level of Assistant Grade I (02 positions) is recommended on ad hoc basis because two positions shall be available after promotion of Shri Rajiv Kumar Mehta and Smt. Baljeet Kaur from Section Officer to Academic Officer and Finance Officer and resultant vacancy at the level of Assistant Grade I shall be available on 20.10.2013. The above promotions are made on notional basis and financial implication will be effective from 01.06.2018.

  
(Ajay Srivastav)  
Chairman

  
(S. Sathyakumar)  
Member

  
(K. Sivakumar)  
Member

  
(B.P. Tamta)  
Member

  
(P.K. Aggarwal)  
Member Secretary

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