

CENTRAL ADMINISTRATIVE TRIBUNAL  
GUWAHATI BENCH  
GUWAHATI-05

(DESTRUCTION OF RECORD RULES, 1990)

INDEX

O.A/T.A No 294/9007

R.A/C.P No

E.P/M.A No

1. Orders Sheet..... O.A ..... Pg. 1 ..... to ..... X .....

2. Judgment/Order dtd. 27.11.2007 ..... Pg. X ..... to, to, Separate order 810

3. Judgment & Order dtd. .... Received from H.C/Supreme Court

4. O.A..... 294/9007 ..... Pg. 1 ..... to. 27 .....

5. E.P/M.P..... Pg..... to.....

6. R.A/C.P..... Pg..... to.....

7. W.S..... Pg..... to.....

8. Rejoinder..... Pg..... to.....

9. Reply..... Pg..... to.....

10. Any other Papers..... Pg..... to.....

11. Memo of Appearance.....

12. Additional Affidavit.....

13. Written Arguments.....

14. Amendement Reply by Respondents.....

15. Amendment Reply filed by the Applicant.....

16. Counter Reply.....

SECTION OFFICER (Judl.)

Shahid  
70/8/17

CENTRAL ADMINISTRATIVE TRIBUNAL  
GUWAHATI BENCH:

1. Original Application No. 294/07

2. M/s. Petition No. /

3. Contempt Petition No. /

4. Review Application No. /

Applicant(s) M/s. M.K. Nongtej.....vs Union of India & Ors

Advocate for the Applicants. M/s. J.P. Chauhan.....

...Mr. A. Sarma.....

Advocate for the Respondant(s): C.G.S......

Notes of the Registry

Date 27.11.2007

Order of the Tribunal  
Heard Mr. P. Chauhan, learned counsel

The Application is in form.  
is filed/cd. F. for Rs. 30/-  
deposit and v.v.c. (P.C./DD)  
No. 66F8077827, 66F837986  
64E396380  
Dated 11.7.07.....

for the Applicant. Ms. U.Das, learned Addl.  
Standing counsel represented the Union of  
India.

The Applicant has filed this Original  
Application for issuance of direction upon the  
Respondents to dispose of the representations  
she has filed for promotion and which are not  
being responded to/disposed of by the  
Department. Accordingly, Applicant shall  
send all these papers (representations) along  
with the copy of this Original Application to  
the Respondents, who shall dispose of the  
same on merits within a period of three  
months thereafter.

The O.A. is disposed of at the admission  
stage itself with no order as to costs.

6/12/07  
Order issued vide  
of NOR 1655 to 1659 to  
the Particulars alongwith  
L/S/As for the particular  
on 30.11.07.

/bb/

Khushiram  
27.11.07 (Khushiram)  
Member (A)

OA (inc 2+2 sets) is filed ~~on~~ 27/11/07  
by Shri Ashwaryya Sarmah, Advocate -  
Today - to be posted on 27/11/07  
Central Admin. Act. 1985  
Date 27/11/07

BEFORE THE CENTRAL ADMINISTRATIVE TRIBUNAL,  
GUWAHATI BENCH::GUWAHATI  
[Guwahati Bench]

(An application under Section 19 of the Administrative Tribunals Act, 1985)

ORIGINAL APPLICATION NO. 294 OF 2007.

Mrs. Medari Kermika Nongsiej ..... APPLICANT.

-VERSUS-

The Union of India & Anr. ..... RESPONDENTS.

S Y N O P S I S.

The applicant is aggrieved by the non-consideration of her case for promotion to the post of Personal Assistant, despite being eligible for promotion under the relevant recruitment rules and the fact that suitable vacancy is there to accommodate the applicant in the office of the Chief Conservator of Forests (C), Ministry of Environment & Forests, North Eastern Regional Office, Shillong.

The applicant has submitted a number of representations before the respondents requesting them to consider her case for promotion to the post of Personal Assistant. However, the respondents have failed to consider and dispose of the same. Hence, the present application has been filed before the Hon'ble Tribunal praying for a direction to the respondents to consider her case for promotion in accordance with law.

Mrs. Medari Kermika Nongsiej  
Signature of the applicant.

22 NOV 2007

गुवाहाटी न्यायपीठ

BEFORE THE CENTRAL ADMINISTRATIVE TRIBUNAL,  
GUWAHATI BENCH::GUWAHATI.

(An application under Section 19 of the Administrative Tribunals Act, 1985)

ORIGINAL APPLICATION NO. 294 OF 2007.

Mrs. Medari Kermika Nongsiej ..... APPLICANT.

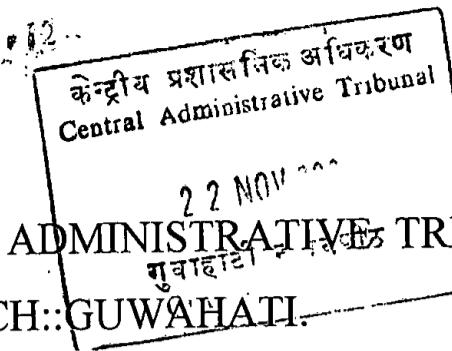
-VERSUS-

The Union of India & Anr. ..... RESPONDENTS.

LIST OF DATES.

| <u>Date</u> | <u>Particulars.</u>   |                     |
|-------------|---|---------------------|
| 11-03-1997  | Applicant appointed as Stenographer Gr 'D'.   | Anx. A-1 Pg. 12- 14 |
| 05-07-2000  | Rules prescribing eligibility criteria for promotion to the post of 'Personal Assistant'.   | Anx. A-2 Pg. 15- 20 |
| 04-12-2006  | Certificate issued by the competent authority regarding Service rendered by the applicant in the department.                                      | Anx. A-3 Pg. 21     |
| 28-01-2003  | Applicant asked to hold the post of Private Secretary.  | Anx. A-4 Pg. 22     |
| 24-08-2006  | Applicant directed to perform the duties of Private Secretary in addition to her other duties.  | Anx. A-5 Pg. 23     |
| 12-03-2007  | Applicant submitted representation before the respondent to consider her case for promotion to the post of Personal Assistant in the said office. | Anx. A-6 Pg. 24     |
| 28-05-2007  | Representation submitted by the applicant.  | Anx. A-7 Pg. 25     |
| 02-08-2007  | Representation submitted by the applicant.  | Anx. A-8 Pg. 26     |
| 22-08-2007  | Representation submitted by the applicant.  | Anx. A-9 Pg. 27     |

Mrs. Medari Kermika Nongsiej



BEFORE THE CENTRAL ADMINISTRATIVE TRIBUNAL,  
गुवाहाटी बैचन्च, गुवाहाटी  
GUWAHATI BENCH::GUWAHATI.

(An application under Section 19 of the Administrative Tribunals Act, 1985)

**ORIGINAL APPLICATION NO 294 OF 2007.**

Mrs. Medari Kermika Nongsiej

..... APPLICANT.

**-VERSUS-**

The Union of India & Anr.

..... **RESPONDENTS.**

## INDEX.

| Sl.No. | Particulars of Documents                       | Annexure No. | Page No. |
|--------|--|--------------|----------|
| 1.     | Original Application                           |              | 1-10.    |
| 2.     | Verification                                   |              | 11       |
| 3.     | Appointment order dated 11-03-1997             | A-1          | 12- 14   |
| 4.     | Recruitment Rules                              | A-2          | 15-20    |
| 5.     | Certificate issued by the competent authority. | A-3          | 21       |
| 6.     | Office order dated 28-01-2003                  | A-4          | 22       |
| 7.     | Office order dated 24-08-2006                  | A-5          | 23       |
| 8.     | Representation dated 12-03-2007                | A-6          | 24       |
| 9.     | Representation dated 28-05-2007                | A-7          | 25       |
| 10.    | Representation dated 02-08-2007                | A-8          | 26       |
| 11.    | Representation dated 22-08-2007                | A-9          | 27       |

Mrs. Medani Kermika Nongnej

Signature of the applicant.

For use in the Tribunal's office

Date of filing:-

Registration No.

22 NOV

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL  
GUWAHATI BENCH: GUWAHATI.

(APPLICATION UNDER SECTION 19 OF THE ADMINISTRATIVE  
TRIBUNALS ACT, 1985.)

ORIGINAL APPLICATION NO. 294 OF 2006.

Mrs. Medari Kermika Nongsiej,  
Wife of Mr. Amminot T. Sohliya ,  
Stenographer Grade 'D', Office of the Chief Conservator of  
Forests (C), Ministry of Environment & Forests, North Eastern  
Regional Office, Upland Road, Laitumkhrah, Shillong- 793003,  
Meghalaya.

... APPLICANT.

-VERSUS-

1. The Union of India, represented by the Secretary to the Government of India, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi – 110 003.
2. The Chief Conservator of Forests (C), Government of India, Ministry of Environment & Forests, North Eastern Regional Office, Upland Road, Laitumkhrah, Shillong – 793 003, Meghalaya.

... RESPONDENTS.

0  
Tilak  
Mrs. Medari Kermika Nongsiej  
Amminot T. Sohliya  
Guwahati, Assam  
21.11.2006

22 NOV 2007

गुवाहाटी न्यायपीठ  
Gauhati Bench

Mr. Medam  
Karmika  
Nonglo

### **DETAILS OF APPLICATION:**

#### **1. Particulars of the order against which the application is made:**

The applicant is aggrieved by the non-consideration of her case for promotion to the post of Personal Assistant, despite being eligible for promotion under the relevant recruitment rules and the fact that suitable vacancy is there to accommodate the applicant in the office of the Chief Conservator of Forests (C), Ministry of Environment & Forests, North Eastern Regional Office, Shillong.

#### **2. Jurisdiction of the Tribunal:**

The applicant declares that the subject matter of the order against which she wants redress is within the jurisdiction of the Tribunal.

#### **3. Limitation:**

The applicant further declares that the application is within the limitation period prescribed in Section 21 of the Administrative Tribunals Act, 1985.

#### **4. Facts of the case:**

4.1 That the applicant is a citizen of India and a permanent resident of Shillong, Meghalaya and as such is entitled to all the rights and privileges guaranteed by the Constitution of India and the laws framed thereunder. She belongs to the Schedule Tribes.

4.2 That, the applicant was appointed to the post of STENOGRAPHER GRADE 'D' in the Ministry of Environment and Forests, North Eastern Regional Office, Shillong, vide order dated 11-03-1997 bearing No.11-31-

22 NOV 2007

गुवाहाटी न्यायपाल

96/E-RO-NE/2538, pursuant to an advertisement and interview. The applicant joined in the said post on 12-03-1997 and she is continuing in the regular line, after due confirmation in the said post, till date.

A copy of the order dated 11-03-1997 is annexed hereto and marked as **ANNEXURE – A-1.**

Keerika Nongpeij  
Mrs. Medam  
N. Medam

4.3 That, the Regional Offices, Ministry of Environment and Forests (Group 'B' posts) Recruitment Rules 2000, provides 10 years service in the post of Stenographer Grade 'D' to become eligible for promotion to the next higher post of Personal Assistant.

A copy of the said recruitment rules is annexed hereto and marked as **ANNEXURE – A-2.**

4.4 That, the applicant has completed more than 10 years of regular service in the post of Stenographer Grade 'D'. She is, therefore, eligible for promotion to the post of Personal Assistant, in terms of the Recruitment Rules 2000 for Group B posts.

A copy of the relevant certificate is annexed hereto and marked as **ANNEXURE – A-3.**

4.5 That, meanwhile the post of Private Secretary (P.S., in short) fell vacant in the office of the Chief Conservator of Forests (C), Ministry of Environment & Forests, North Eastern Regional Office, Shillong. The respondent authority vide order dated 28-01-2003 asked the applicant to attend to the duties of P.S. with effect from 12-01-2003 in addition to her own normal duty as Stenographer till further orders. It may be pertinent to mention here that the post of Private Secretary is higher in rank to the post of Personal Assistant and as the applicant was the seniormost eligible

22 NOV 2007

Stenographer Grade 'D', she was therefore asked to hold the post of Private Secretary in the said office.

A copy of the said order dated 28-01-03 is annexed hereto and marked as **ANNEXURE - A-4.**

4.6 That, thereafter the respondent authority vide office order dated 24-08-2006 directed the applicant to perform the duties of Private Secretary in addition to her other duties as Stenographer till further orders. This was done with the approval of the competent authority.

A copy of the said order dated 24-08-06 is annexed hereto and marked as **ANNEXURE - A-5.**

4.7 That, the applicant was eligible for promotion to the post of Personal Assistant and accordingly she submitted a representation to the Chief Conservator of Forests (C), Ministry of Environment & Forests, North Eastern Regional Office, Shillong, on 12-03-2007, stating that she had completed 10 years service in the post of Stenographer 'D' and as per the recruitment rules she is eligible for promotion to the post of Personal Assistant. The applicant therefore requested the authority concerned to consider her case for promotion to the post of Personal Assistant.

A copy of the said representation dated 12-03-2007 is annexed hereto and marked as **ANNEXURE - A-6.**

4.8 That, finding no response, the applicant submitted another representation on 28-05-2007 addressed to the Head of Office, Ministry of Environment & Forests, North Eastern Regional Office, Shillong, requesting him to look into the matter and take necessary action with regard to the

2.  
Ms. Meenakshi Monga

22 NOV 2007

claim of the applicant for her promotion to the post of Personal Assistant. This representation was received in the office vide <sup>Guwahati Bench</sup> Diary No.564 dated 28-05-2007, but no action was taken in this regard.

A copy of the said representation dated 28-05-2007 is annexed hereto and marked as  
**ANNEXURE – A-7.**

4.9 That, the applicant again submitted a representation addressed to the Chief Conservator of Forests (C), Ministry of Environment & Forests, North Eastern Regional Office, Shillong on 02-08-2007, praying for consideration of her case for promotion to the post of Personal Assistant under the said recruitment rules. This representation was received vide diary No.1066 dated 02-08-2007 but no action has been taken on it.

A copy of the said representation dated 02-08-2007 is annexed hereto and marked as  
**ANNEXURE – A-8.**

4.10 That, the applicant was at a loss to understand as to why DPC (Departmental Promotion Committee) was not convened to consider her case for promotion to the post of Personal Assistant despite being eligible for the same and the existence of suitable vacancy, so she submitted another representation to the respondent authority on 22-08-2007, referring to her earlier representations and requesting him to take necessary action for her promotion to the post of Personal Assistant. This representation was received in the office vide Diary No.2162 dated 22-08-2007. Unfortunately, this has also failed to evoke any response from the respondents.

10  
Mrs. Meenakshi Nongrum

22 NOV 2007

A copy of the said ~~representation~~ dated 22-08-  
2007 is annexed hereto and marked as

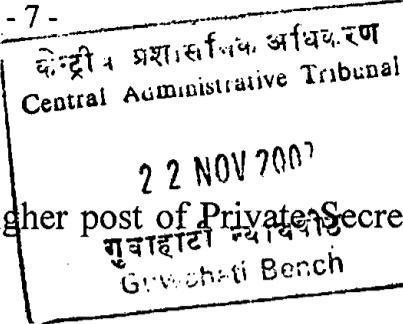
**ANNEXURE - A-9.**

Mrs. Medari Kamika Nongray

4.11 That, the respondents are yet to convene any DPC for promotion of the applicant to the post of Personal Assistant despite being eligible in all respects and the numerous representations submitted by her in this regard. The failure of the respondents to consider the case of the applicant for promotion has violated the fundamental rights of the applicant guaranteed Articles 14 and 16 of the Constitution of India. The applicant accepted the initial offer of appointment to the post of Stenographer Grade 'D' dated 11-03-1997 because of the fact that upon completion of 10 years of service she would be eligible for promotion to the next higher post of Personal Assistant. Had the respondents informed the applicant that there is no promotional prospect (to the next higher post of Personal Assistant), then in that case, she would not have accepted the offer of appointment. Therefore, the applicant has a vested right for promotion to the Personal Assistant and her legitimate expectation cannot be whittled away as in the manner sought to be accomplished by the respondents in the case in hand. Hence, she has approached this Hon'ble Tribunal for vindication of her rights and for amelioration of her grievances.

**5. Grounds of challenge with legal provisions:**

5.1 For that the respondents have acted illegally in not convening the DPC to consider the case of the applicant for promotion to the post of Personal Assistant although she is eligible for the same and the fact that she



is holding the charge of the next higher post of Private Secretary since the year 2003.

12  
Mrs. Meenakshi Nongrum

5.2 For that the respondents being a State within the meaning of Article 12 of the Constitution and having regard to their constitutional obligations adumbrated in Articles 14 and 16 of the Constitution of India ought to have considered the case of the applicant for promotion to the post of Personal Assistant and the failure in this regard has violated the fundamental rights of the applicant guaranteed under the Constitution of India for which the respondents are liable to be directed by this Hon'ble Tribunal to consider the case of the applicant for promotion.

5.3 For that the respondents have failed to look into the repeated representations submitted by the applicant requesting them to consider her case for promotion at an early date. The applicant is yet to know the outcome of her representation although more than six months has elapsed since the filing of the first representation in this regard.

5.4 For that the respondent have failed to consider the case of the applicant for promotion despite the fact that she is the seniormost eligible Stenographer Grade 'D'. Besides, she has been allowed to officiate in the next higher post of Private Secretary and that too with the approval of the competent authority as would be evident from the office order itself. Therefore, no justifiable reason can be conceived of to deny the benefit of promotion to the applicant. The applicant who hails from a humble family and also belongs to the Schedule Tribe community, is entitled to some preferential treatment under the Constitution of India.

22 NOV 2007

13  
Mrs. Madhu Kerna Nongray

5.5 For that the applicant accepted the initial offer of appointment dated 11-03-1997 because of the promotional prospect to the post of Personal Assistant. The applicant was under the legitimate expectation that upon completion of the stipulated period as provided by the recruitment rules she would definitely be considered for promotion as Personal Assistant. Therefore, the applicant has got a vested right to claim promotion as Personal Assistant. Moreso, in view of the fact that she is continuing to hold charge of the higher post of Private Secretary at present in addition to her own duties in the said establishment, being the seniormost eligible Stenographer Grade 'D'. Therefore, the respondents may be directed to consider the case of the applicant for promotion to the post of Personal Assistant with effect from the date when it fell due or in the alternative to promote her to the next higher post of Private Secretary, which she is holding at present, by giving her <sup>assumed</sup> promotion as Personal Assistant from a retrospective date.

#### 6. Details of the remedies exhausted

The applicant declares that to her under the relevant service

all the remedies available

#### 7. Matters not previously filed

The applicant declares that application, writ petition or suit application has been made, before any other Bench of the Tribunal nor is any pending before any of them.

any other court:

not previously filed any application in respect of which this application, writ petition or suit is

22 NOV 2007

गुवाहाटी न्यायपीठ  
Guwahati Bench

14

Mrs. Meenakshi Nengupay  
Meenakshi Nengupay

**8. Reliefs sought:**

In the premises aforesaid, it is most respectfully prayed that Your Lordships may be graciously pleased to admit this application, issue necessary notices, call for the records of the case and after hearing the cause/causes being shown and upon perusal of the records, Your Lordships may direct the respondents to -

- (i) Convene a DPC to consider the case of the applicant for promotion to the post of Personal Assistant in the Regional Office of the Ministry of Environment & Forests, Shillong, with effect from 11-03-2007; or, in the alternative
- (ii) Promote the applicant to the next higher post of Private Secretary, which she is presently holding in addition to her own duties, by giving her deemed promotion as Personal Assistant from a retrospective date, and
- (iii) Grant any other relief or reliefs to which the applicant is entitled under the facts and circumstances of the case.

And for this act of kindness, the humble applicant as in duty bound, shall ever pray.

**9. Interim order, if any prayed for:**

Pending final decision on the application, the applicant seeks the following interim relief:

22 NOV 2007

The respondents may be directed not to fill up the post of Personal Assistant without considering the case of the applicant.

Mrs. Madan Karmakar Monga

**10. Particulars of Bank Draft/Postal Order filed in respect of the application fee.**

I.P.O. No. 66F 837986  
Payable at: 64E 376380  
Guwahati

Dated: 02-11-2007

**11. List of enclosures:**

As stated in the index.

22 NOV 2001

गुवाहाटी न्दायपोठ  
Guwahati Bench

46

VERIFICATION.

I, Mrs. Medari Kermika Nongsiej, wife of Mr. Amminot T. Sohliya, aged about 34 years, Stenographer Grade 'D', Office of the Chief Conservator of Forests (C), Ministry of Environment & Forests, North Eastern Regional Office, Upland Road, Laitumkhrah, Shillong- 793003, Meghalaya do hereby verify that the contents of paragraphs 4.1 to 4.11 are true to my knowledge and paragraphs 5.1 to 5.5 are believed to be true on legal advice and that I have not suppressed any material fact.

Date :- 21/11/07

Place :- Guwahati.

Mrs. Medari Kermika Nongsiej  
Signature of the Applicant.

GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT & FORESTS  
NORTH EASTERN REGIONAL OFFICE

By Registered Post A/D

No. 11-31-96/E-RO-NE/2538

Telegram : PARYAVARAN  
Telephone : (O) 227673, 227929, 227565

FAX No. - 0364 - 227673

UPLAND ROAD, LAITUMKHRAH  
SHILLONG 793 003

Date the 11-03-97

To

Miss Medari Kermika Nongsiej,  
C/o Mr E.E. Lyttan,  
P&T Dispensary, Shillong-793001.

Sub: Special Recruitment Drive for SC/ST for filling  
up one post of Stenographer Grade 'D' - Offer of  
appointment - regarding

Madam,

With reference to the Stenography/typing and  
objective type tests for the post of STENOGRAPHER GRADE 'D'  
in the Ministry of Environment and Forests, North Eastern  
Regional Office, Shillong, you are hereby offered temporary  
appointment to the said post on the following terms and  
conditions :-

1. The post is Ministerial/Non-ministerial and carries  
the pay scale of Rs. 1200-30-1560-EB-40-2040/- . If you are already  
in Government service, your pay will be fixed in the above scale  
in accordance with rules and conditions prevailing at the time.  
If you are not a Government servant, you will be entitled to the  
minimum of the pay scale of the post. Dearness and other allowances  
will be admissible under the rules governing the grant of such  
allowance in force from time to time.
2. Your appointment will be purely on a temporary basis  
and until further orders.
3. Your services will be terminable on one month's notice  
from either side in accordance with the Central Civil Services  
(Temporary Service) Rules, 1965, without assigning any reasons.  
The appointing authority, however, reserves the right of termina-  
ting your services forthwith or before the expiration of the  
stipulated period of notice by making payment to you of a sum  
equivalent to the pay and allowances for the period of notice or  
the unexpired portion thereof.
4. You will be on probation for two years from the date  
of appointment, which period may be extended at the discretion  
of the competent authority. On completion of probationary period  
satisfactorily, you will be considered for confirmation in the  
said post.

Contd....p/2

Certified to be true Copy

*John*  
Advocate

5. In regard to leave, Travelling Allowances, contribution to General Provident Fund, Pension and all other service matters connected with service conditions, you will be governed by the rules and orders in force from time to time and applicable to the branch of public service to which you may belong.

6. You will be liable to be posted and transferred anywhere in India.

7. You will not be entitled to travelling allowance for joining the post unless you are a permanent Government servant or have completed three years of temporary service.

8. On joining the post you will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.

9. If you are already employed, you should produce a relieving order from the employer.

10. If you claim to belong to a Scheduled Caste, Scheduled Tribe or Other Backward Classes, you have to produce a certificate issued in the prescribed form by any of the Judicial/Revenue authorities mentioned therein. You should note that your appointment will be provisional and is subject to verification of the caste/tribe certificate through proper channels and that if the claim to belong to SC/ST/OBC is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Indian Penal Code for production of false certificate. You should also intimate the change, if any, of your religion, after appointment, immediately to the appointing/administrative authorities concerned.

11. In accordance with the relevant rules in force in regard to the recruitment to services under the Government of India,

(a) No person who has more than one wife living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

(b) No such women whose marriage is void by reason of its taking place during the life-time of her spouse or who has married to such a person whose wife is living at the time of marriage shall be eligible for appointment in service unless the Government of India has granted exemption to such a women in accordance with this rule after being satisfied that there are a special grounds for so ordering.

Contd....p/2

This offer of appointment is, therefore, conditional upon your satisfying the requirement mentioned and furnishing declaration in the form enclosed to this letter, alongwith your reply. If, however, you do not fulfil the above condition and you desire to be exempted from the above mentioned rules for any reason, you should make a representation in this behalf immediately. This offer of appointment should in that case be treated as cancelled and a further communication will be sent to you in due course, if upon consideration of your representation, it is decided to offer you appointment to the post of STENOGRAPHER Gr. 'D'.

12. This offer of appointment is further subject to your producing a medical certificate of fitness in the form enclosed from a Civil Surgeon, or District Medical Officer or a Medical Officer of equivalent status/Assistant Surgeon, Grade I (Women) under the CGHS, Delhi/a Registered Female Medical Practitioner/ Authorised Medical Attendant or a Government Medical Officer of the nearest dispensary or hospital.

13. If any declaration given or information furnished by you is proved to be false or if you are found to have wilfully suppressed any marital information, you will be liable for removal from service and other action as Government may deem necessary.

14. If you accept the offer on the above terms and conditions, you are requested to intimate your acceptance to the undersigned and report yourself for duty immediately but in any case not later than 25th March '97 with the following documents :-

- (i) Original Certificates of Educational Qualifications alongwith a set of attested copies;
- (ii) Certificate of Age;
- (iii) Declaration of Marital Status in the form enclosed
- (iv) A medical certificate of fitness in the prescribed form including form for candidate's declaration
- (v) Relieving order from the present employer, if any;
- (vi) Caste Certificate in case of SC/ST/OBC candidate

*Yours faithfully,*

 11/3/97

Name : ( Dr. V.T. DARLONG )

*Designation of the  
Appointing Authority*

Page 15 of 15

DRAFT CHART

गार  
Telegram : PARYAVARAN,  
NEW DELHI

पूरगांग  
Telephone :  
फैक्स :  
FAX :

No.4-8/91-RO(HQ)

मारक रामराम  
पर्यावरण एवं वन मंत्रालय  
GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT & FORESTS  
पर्यावरण भवन, रो. एस. एस. कॉम्प्लेक्स  
PARYAVARAN BHAWAN, C.G.O. COMPLEX  
लोदी रोड, नई दिल्ली-110003  
LODI ROAD, NEW DELHI-110003

To

The Chief Conservator of Forests ©  
All Regional Offices

Dated 11<sup>th</sup> July 2000

Subject:- Recruitment Rules for the post(s) of Senior Personal Assistant, Personal Assistant, Assistant for the Regional Offices located at Bangalore, Bhopal, Bhubaneswar, Lucknow, Shillong and Chandigarh of the Ministry of Environment and Forests-reg.

Sir,

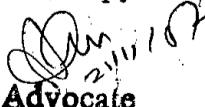
I am directed invite your kind attention on the subject cited above to forwarded herewith two copies (Each in English & Hindi) version) of Recruitment Rules for the post(s) of Senior Personal Assistant, Personal Assistant, Assistant for taking necessary action and compliance with immediate effect. The receipt of the letter may please be acknowledged.

Yours faithfully,

  
(S.C.SINGH)  
Technical Officer, RO(HQ)

Encl: As above.

Certified to be true Copy

  
Advocate

GOVERNMENT OF INDIA  
Ministry of Environment and Forests

New Delhi the 5<sup>th</sup> July, 2000

NOTIFICATION

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution; the President hereby makes the following rules regulating the methods of recruitment of Group "B" posts in the Regional Offices of the Ministry of Environment and Forests.

**1. Short title and commencement:-**

(1) These rules may be called the Regional Offices of the Ministry of Environment and Forests (Group "B" posts) Recruitment Rules 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of pay:-**

The number of said posts, their classification and scale of pay attached thereto shall be as specified in column (3) to (4) of the said schedule.

**3. Method of recruitment, age limit and other qualification etc:-**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the aforesaid schedule.

**Disqualification:- No person:-**

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who having a spouse living has entered into or contracted marriage with any person shall be eligible for appointment to any of the said posts provide that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**Powers to relax and in Consultation with the Union Public Service Commission**

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**Saving:-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regards.

**(THE SCHEDULE)**

*G.C.BASUMATARY*  
**(G.C.BASUMATARY)  
DIRECTOR**

**The Manager**  
**Government of India Press**  
**Mayapuri, Ring Road,**  
**New Delhi.**

| NAME OF POST              | NO. OF POST | CLASSIFICATION  | SCALE OF PAY   | WHETHER SELECTION BY MERIT OR SELECTION CUM SENIORITY OR NON-SELECTION POST | AGE LIMIT FOR DIRECT RECRUITS | WHETHER BENEFIT OF ADDED YRS OF SERVICE ADMISSIBLE UNDER RULE 30 OF THE CENTRAL CIVIL SERVICE (PENSION RULES, 1972) | EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS | WHETHER AGE AND EDUCATIONAL QUALIFICATION PRESCRIBED FOR DIRECT RECRUITS WILL APPLY ENTITLING CASH OF PROMOTED |
|---------------------------|-------------|---|----------------|---|-------------------------------|---|--|--|
| (1)                       | (2)         | (3)   | (4)            | (5)   | (6)                           | (7)   | (8)  | (9)  |
| SENIOR PERSONAL ASSISTANT | 02          | GENERAL<br>CENTRAL<br>SERVICE<br>GROUP B<br>GAZETTED<br>MINISTERIAL | 6500-200-10500 | Non-Selection   | NOT APPLICABLE                | NO  | NOT APPLICABLE   | NOT APPLICABLE   |

(2000) SUBJECT TO VARIATION  
DEPENDANT ON WORK LOAD

Region wise breakup of the posts

Bengaluru (S2)-02  
Bhubaneswar (EZ)-02  
Lucknow (CZ)-02  
Shillong (NEZ)-02

| (1)   | (2) | (3)  | (4)               | (5)           | (6)               | (7) | (8)            | (9)            |
|---|-----|--|-------------------|---------------|-------------------|-----|----------------|----------------|
| Stenographer Grade "C"<br>(PERSONAL<br>ASSISTANT) | 05* | GENERAL<br>CENTRAL<br>SERVICE<br>GROUP B NON-<br>GAZETTED<br>MINISTERIAL | 5500-175-<br>9000 | Non-Selection | NOT<br>APPLICABLE | NO  | NOT APPLICABLE | NOT APPLICABLE |

| (10)           | (11)                                  | (12)      | (13)   | (14)  |
|----------------|---------------------------------------|-----------|--|---|
| NOT APPLICABLE | PROMOTION FAILING WHICH BY DEPUTATION | PROMOTION | GROUP "B" DEPARTMENTAL PROMOTION COMMITTEE FOR CONSIDERING PROMOTION | CONSULTATION WITH UNION PUBLIC SERVICE COMMISSION NECESSARY WHILE APPOINTING AN OFFICER ON DEPUTATION |

Stenographer Grade "D" in the scale of Rs. 4000-6000/- in the respective Regional office with ten years regular service in the grade.

NOTE :- Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.

#### DEPUTATION

##### Officers under the Central/State Government:-

- (a) (i) holding analogous posts on a regular basis; or
- (ii) with three years regular service in posts in the scale of Rs. 5000-8000/- or equivalent; or
- (iii) with six years regular service in posts in the scale of Rs. 4500-7000/- or equivalent; or
- (iv) with ten years regular service in posts in the scale of Rs. 4000-6000/- or equivalent; and
- (b) possessing a speed of 100 word per minute in Stenography (English/Hindi)

NOTE 1 The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE 2 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the central Government shall not ordinarily exceed three years. The maximum age limit for appointment on deputation shall be not exceeding fifty six years as on the closing date prescribed for receipt of application.

correction made as per  
mem letter no 4-8/91-20  
(HQ) of 12-9-2000

25

No. 11-31-96/E-RO-NE/2944

December 04, 2006

**TO WHOM IT MAY CONCERN**

With reference to the application dated 4<sup>th</sup> December from Mrs. Medari Kermika Nongsiej, Steno Gr III of this office, this is to certify that Mrs. Medari Kermika Nongsiej is serving in this office as Stenographer Gr 'D' since March 1997 and has completed more than 9 years in the grade. She is also well averse working in computer.

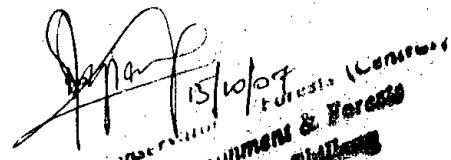
(R. L SANGA)

Head of Office

Head of Office

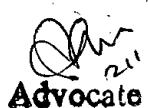
Ministry of Environment & Forests  
Regional Office, Shillong

Attested



Copy to Cons. 15/10/07  
Mrs. of Environment & Forests  
Regional Office, Shillong

Certified to be true Copy



Advocate

GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT & FORESTS  
NORTH EASTERN REGIONAL OFFICE  
LAJUMKHRAH, SHILLONG.

No.14-43/99-E-RONE/23/3-14

January 28, 2003

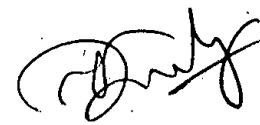
OFFICE ORDER

Consequent upon the repatriation of Ms. M.Kharkongor, PS (on deputation) w.e.f. 12.1.2003. Ms.M.K.Nongsiej, Steno will attend to the duties of PS with immediate effect until further orders in addition to her own normal duty. She would henceforth take her seat in the room of the PS.

( Dr. V.T.Darlong )  
Addl. Director

Copy to:

1. Miss M.K.Nongsiej, Steno  
2. Office order file.



Addl. Director.

Certified to be true Copy

Advocate

Government of India  
Ministry of Environment & Forests  
North Eastern Regional Office, Shillong

No.14-53/2004/E-RONE/1787-88

Dated 24-8-2006

OFFICE ORDER

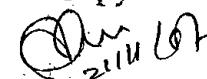
Mrs. Medari K. Nongsiej, Stenographer will perform the duties of P.S. to the Chief Conservator of Forests (C) in addition to her other duties as stenographer till further orders. This issues with the approval of the competent authority.

  
(R.L. Sanga)  
Deputy Conservator of Forests (C)

Copy to:

- 1. All officers.
- Mrs. Medari K. Nongsiej, Stenographer.

Certified to be true Copy

  
Advocate

To

The Chief Conservator of Forests(C)  
Ministry of Env. & Forests  
Regional Office  
Shillong

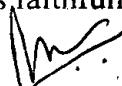
Sub: Promotion to the post of PA.

Sir,

With reference to the above, I am to state that I have completed 10 yrs. service in the post of Steno Gr. 'D' on 11.3.07. I may state that I have joined the post of Steno Gr. 'D' on 12.3.97. As per Recruitment Rules, the stipulated period for promotion to the post of PA is after completing 10 yrs. of service in the post of Steno Gr. 'D'. Since I have already completed 10 yrs. of service in the post of Steno Gr. 'D', I therefore request you to kindly consider my promotion to the post of PA at the earliest.

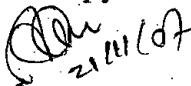
Thanking you,

Yours faithfully,

  
( Medari K. Nongsiej )  
Stenographer

Dated: Shillong  
The 12<sup>th</sup> March 2007

Certified to be true Copy

  
Advocate

May 28, 2007

To

The Head of Office  
 MoEF, RO(NER)  
 Shillong

Sub: Consideration for promotion to the post of Personal Assistant.

Ref: My letter dated 12.3.07.

Sir,

With reference to the subject cited above, I have the honour to state that my promotion to the post of Personal Assistant falls due in March 2007. In this respect, kindly refer my representation dated 12.3.07. It is requested to look into the matter and take necessary action in this regard at your earliest.

Yours faithfully,

(Medari K. Nongsiej)  
 Stenographer Gr 'D'

Walt  
 Rb  
 28/5/07

564  
 Diary No.....  
 Date..... 28/5/07  
 Govt. of INDIA  
 Ministry of Environment and Forests  
 B-1/2, L-1, New Delhi

Certified to be true Copy

28/5/07  
 Advocate

August 2, 2007

To

The Chief Conservator of Forests(C)  
MoEF  
NE Regional Office  
Shillong

Sub: Request for promotion to the post of Personal Assistant in respect of Mrs.  
M.K. Nongsiej – regarding.

Ref: (1) My letter dated 12.3.07.  
(2) My letter dated 28.5.07.

Sir,

Most respectfully, and in continuation to my letters under reference on the subject cited above, I am to inform that I am due for promotion to the post of Personal Assistant w.e.f. 11.3.07. The Recruitment Rules 2000 provides for promotion to the post of Stenographer Gr. 'C'(Personal Assistant) after completion of 10 (ten) years of regular service in the post of Stenographer Gr. 'D'.

Sir, in the light of above, it is earnestly prayed that the necessary action may kindly be taken for my early promotion to the post of Personal Assistant.

Thanking you,

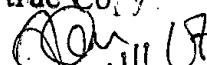
Yours faithfully,

  
( Medari K. Nongsiej)  
Stenographer Gr 'D'

1066  
Diary No.....  
Date...21/8/07.....

GOVT OF INDIA  
Ministry of Environment And Forest  
Regional Office, Shillong

Certified to be true Copy

  
2/11/07

Advocate

August 22, 2007

To

The Dy. Conservator of Forests(C)  
MoEF  
NE Regional Office  
Shillong

Sub: Request for promotion to the post of Personal Assistant in respect of Mrs. M.K. Nongsiej – regarding.

Ref: (1) My letter dated 12.3.07.  
(2) My letter dated 28.5.07.  
(3) My letter dated 2.8.07.

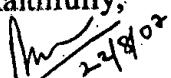
Sir,

Most respectfully, and in continuation to my letters under reference on the subject cited above, I am to inform that I am due for promotion to the post of Personal Assistant w.e.f. 11.3.07. The Recruitment Rules 2000 provides for promotion to the post of Stenographer Gr. 'C'(Personal Assistant) after completion of 10 (ten) years of regular service in the post of Stenographer Gr. 'D'.

Sir, in the light of above, it is earnestly prayed that the necessary action may kindly be taken for my early promotion to the post of Personal Assistant.

Thanking you,

Yours faithfully,

  
( Medari K. Nongsiej)  
Stenographer Gr 'D'

*6/27  
R/S  
22/8/07*

Certified to be true Copy

*2/11/07  
Advocates*

2162  
Diary No.....  
Date..... 23/8/07  
GOVT. OF INDIA  
Ministry of Environment And Forests  
Regional Office, Shillong