



DELHI TRANSCO LIMITED

(A Govt. of NCT of Delhi Undertaking)

HR-Policy Section

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No. F.DTL/108/24/08-HR(Policy)/354

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OFFICE ORDER

Under the aegis of MIS, feeding of personal information on the HRIS Module is nearing completion. All the employees of DTL were earlier advised to check their profiles for any discrepancy and to report the same to their respective cadre controlling Authority. Employees were also required to submit documents in support of their claims for carrying out the corrections in their profile.

It is observed that some of the employees are yet to submit any documentary evidence in support of their claim for modification / updation of their personal data especially the one pertaining to date of birth of their dependants.

All the above category employees **(list given below)** are once again advised to submit the documentary evidence especially the one pertaining to Date of Birth of dependants **i.e. Birth certificate, Secondary School Certificate etc.** to their respective cadre controlling authorities, **in order to avail facilities like Medical and LTC in respect their dependants.** In addition all other employees are advised to check their personal profile and intimate their cadre controlling authority about any discrepancy with requisite document.

Encl. As above.

Sd/-
(ABHIJIT CHAKRABORTY)
ASSTT. MANAGER(HRP)

Copy to:

1. All GMs/DGMs/EO to CMD.
2. PSs to Dir(HR)/Dir(Opr.)/Dir(Fin.).
3. All Departmental/Sectional Heads.
4. Mgr.(IT) – with request to upload on DTL website.
5. Office Order folder of HR-Policy Section.

**List of employees who are required to submit
Date of Birth Proof in respect of their dependants**

S.No.	Name	E.No.	Designation
1	Amar Nath Nagpal	10352	PS
2	Babu Ram Jatav	12737	Dy. Manager (F)
3	Mahinder Pal	15333	AG.I(A/c)
4	Pritam Singh	16422	AG - II
5	B D Sharma	16575	AG.III
6	Nata Ram	18293	ALM
7	Ashok Kumar	19574	Foreman
8	Bhola Nath	20121	A.E. Fitter
9	Veer Bahadur	20300	Asstt. Gr. II
10	Samir Ranjan Sen	20915	Sr. Shift Officer
11	Satya Pal Sharma	21088	Fireman (E)
12	Bharat Bhushan	21458	ALM
13	Bal Kishan	23077	ALM
14	Ranjit Singh	23442	Oil Filter Operator
15	Veg Raj	23724	Sr. Electronic Asstt.
16	Chhotey lal	24321	Foreman
17	Nand Kishore	24526	Sr. Shift Officer
18	Ishwar Chandra	24540	Sr. Shift Officer
19	Naresh Chander	24691	Sr. Electric Fitter
20	Krishan	24753	A.E. Fitter
21	Ramesh Dutt	25175	ALM
22	Ram Bilas	25312	ALM
23	Dayal Singh	25607	Asstt.Gr.III
24	S C Bhardwaj	25662	AG-II
25	Lal Bahaudr	25722	ALM
26	Neelam Kumari	25964	Astt.Gr. II
27	Ms. Veena Kumari	26045	AG-II
28	Om Pal	26072	Asstt.Gr.III
29	Hukam Singh	26405	Foreman Gr.-II
30	Saroop Singh	26670	ALM
31	Bhagat Raj	26970	Asstt. Gr. II
32	Ms Kusum Lata Beri	27234	AG-II
33	Kewla Nand	27408	Asstt. Gr. II
34	A.S. Parmar	27619	AM (T)
35	Ashok Kumar Tyagi	27723	AG-I(A/C)

36	Man Singh	28648	ALM
37	Roshan Lal	28693	AG-II
38	Prem Singh	28866	S/Guard
39	Krishan Kumar	29081	V/Driver
40	Virender Parsad	29149	Jr. Mistry
41	Shyam Lal	29203	ALM
42	Suresh Kumar	29563	ALM
43	Matbar Singh	29890	AG-I(A/C)
44	Subhash Chand Saini	29919	AG-II
45	Balbir Singh Maan	29986	Manager (T) Civil
46	Ravinder Prasad	30051	AG-II
47	Vinod Kumar	30577	ALM
48	Brijesh Kumar	30693	AG-II
49	Atul Malhotra	30916	SO (A/C)
50	Balwan Singh	31056	Shift Officer
51	Smt, Emlen Suren	31091	Section Officer (A/C)
52	Lovelesh Kumar	31188	AG-II
53	Jai Kishan	31369	Shift Incharge
54	Raj Kapoor	31661	Shift Officer
55	Sugan Chand Meena	31727	Section Officer (A)
56	Harjinder Singh	31765	Sr. Electronic Asstt.
57	Balkesh Chaudhary	31819	Shift Incharge
58	Shirish Srivastava	31904	Asstt. Manager (A)
59	Sunil Sharma	31913	Asst Manager
60	Munnu	31940	ALM
61	Ms. Kusum Malhotra	31941	Jr. PA
62	Mahi Pal Singh	32080	Asstt. Manager (T)
63	Ms. Jaya Lekha M. S.	32207	AG-II
64	Satish Chand	32415	Oil Fitter Operator
65	Alka Saini	32618	Asstt. Gr. II
66	Ashwani Kumar	32637	Asstt. Gr. III
67	Ms. Anuradha Ralhan	32645	AG-II
68	Mrs. Anju Chawla	32712	AG-II
69	Jagesh Kumar Sharma	32729	Asstt. Manager (T)
70	Anand Parkash	32794	Sr. Elect. Asstt.
71	Ranvir Singh	32806	Asstt. Gr. III
72	Loveleen Singh	32985	Manager (T)
73	Raj Bahadur Singh	33295	Asstt. Manager (T)

74	Kiran Singh	33466	ALM
75	Om Parkash Yadav	33728	ALM
76	Jai Bhagwan Sharma	33930	Shift Officer
77	Madan Lal	34032	Daftry
78	Ms. Urmila Pandey	34289	AG-III
79	Yogesh Kumar	34317	AG-III
80	Rajender Kumar	34356	AG-II
81	Shakambar Dutt	34399	AG-III
82	Mohan Lal	34401	AG-II
83	Vikram Singh Bhandari	34452	AG-III
84	Rakesh Kumar	34480	AG-III
85	Asha Rani Tomar	34493	AG-III
86	Ms. Savitri Rabha	34526	AG-II
87	Jai Bhagwan	34625	Shift incharge
88	Jai Bhagwan Yadav	34629	Shift incharge
89	Ms. Seema Arora	34728	Sr Electronic Asstt.
90	Jagtar Singh	34731	Sr Electronic Asstt.
91	Bansi Lal	34784	AG-III
92	Lankeshwar	34863	Shift Incharge
93	Ashish Sethi	34872	JE (E)
94	Ravinder Singh	34892	Shift Incharge
95	Kamal Singh	34939	Shift Incharge
96	Rambir Singh	34950	Jr. Engineer (E)
97	Shiv Nath	35005	ALM
98	Raju	35010	AG-III
99	Om Parkash	35181	Sr. Electric Assistant
100	Raj Kumar	35212	Shift Incharge
101	Manoj Kumar	35252	SSA Gr.-II
102	Shushil Kr. Rawat	35268	SSA
103	Mulayam Singh	35273	Jr Tester
104	Devender Kumar	35278	Jr Tester
105	Ram Prasad	35311	SSA Gr.-I
106	Shashi Bhushan	35347	Jr. Electric Asstt.
107	Joginder Singh	35735	SSA Gr.-I
108	Vivek Kumar Sharma	36090	AM (T)
109	Ramji Lal	36501	SSA Gr.-II
110	Ms Poonam Rani Rathore	36804	AM (T)
111	Satya Prakash	36955	Sr. Electric Fitter

112	Manju Gupta	36999	Primary Teacher
113	Brahm Parkash	37004	AG-III
114	Man Singh	37005	AG-III
115	Satinder Singh	37031	AG-III
116	Parbhakar Tiwari	37033	AG-III
117	Shyam Bihari Sharma	37055	AG-III
118	Ashwani Kumar	37086	A.G.III
119	Manoj Kumar	37149	ALM
120	Ajay Kumar	37157	ALM
121	Jagdish	37206	AG-III
122	Mukesh Kumar	37209	AG-III
123	Darshan Singh	37245	ALM
124	Manoj Kumar	37263	ALM
125	Raj Kumar	37334	ALM
126	Brij Mohan	37357	ALM
127	Rajiv Sharma	37385	A.G.III
128	Anoop Kumar	40004	ALM
129	Renu Bedi	40014	AG-III
130	Smt. Meera	40023	AG-III
131	Parveen Kumar	40038	Jr. Enginner(E)
132	Ajay Kumar	40065	ALM
133	Deepak Kumar	40089	AG-III
134	Faninder Bhushan	40115	Daftry
135	Vijender Kumar	40116	ALM
136	Jitender Kumar Sharma	40139	AG-III
137	Kanhaiya Lal	40157	AG-III
138	Viranjan Singh	40160	AG-III
139	Mahesh Kumar	40161	AG-III
140	Deepak Kumar Tyagi	40209	Draftysman
141	Deepak Chopra	40210	AG-III
142	Abhishek Sharma	40298	AM(T)
143	Ravi Shankar Sharma	40309	ALM
144	Mohit Sharma	40322	ALM
145	Smt. Luxmi Bisht	40325	ALM
146	Ms. Bhawna Chawla	40326	ALM
147	Rajni Nagpal	40338	ALM
148	Ms. Dhanati Sehwaq	40345	ALM
149	Mrs. Anju Kapoor	40354	ALM

150	Naresh Kr. Sharma	40371	JE
151	Shivraj Prajapat	40406	AM(T)
152	Seema	40409	AG-III