

Note

No. 2019/HQ/HR/I(IX)/RTI/PT.2 (201901119)

Dated: 16.08.2023

Sub: Application of Shri Padma Krushnarao Umbarkar, R/o Mumbai, under RTI Act-2005.
Reply to RTI No. 676

S. No.	Information Sought For:	Proposed Reply/Remarks
Post of Assistant Manager, NAME- Padma Krushnarao Umbarkar.		
I have applied for the post of Assistant Manager on deputation in Dedicated Freight Corridor Corporation of India Limited, New Delhi- 110001 recruitment. Letter no. 17/2023, Dt. 27.02.2023 HQ-HRODPOU(DEP).80.2023.18469, date 27.02.2023		
In view of above I want following information:-		
01	Reason of rejection of my application for the above mentioned post.	<p>Please refer to Eligibility Criteria, Job Description & Services of the Vacancy Notice 17/2023 dated 27.02.2023.</p> <p>You have applied for the post of 'Assistant Manager' for eligibility criteria is: Group B Officers of Central/State Govt. in the relevant discipline and as per your application you are working in Level-7 in your parent organization.</p> <p>For the purpose of eligibility criteria, substantive grade in parent organization to be considered for selection on deputation basis (not on the grade of deputation tenure basis).</p> <p>Besides this, as per Vacancy Notice's job description is required to have 5 years working experience in Personnel/HR Deptt. which is not fulfilled as provided in the Biodata and testimonials attached with your application.</p>
02	Copy of forwarding letter from my parent department (i.e. Mahatma Gandhi Antarrashtriya hindi vishwavidyalay, Wardha, Maharashtra, 442001.	Copy attached.

AGM/HR

DGM/Admin (PIO)


16/8/2023
Manager/HR


DGM/Admin (PIO)


16/8



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by Parliament by Act No. 3 of 1997)



कादर नवाज़ खान
Kadar Nawaz Khan
कुलसचिव
Registrar

दूरभाष/Phone : +91-7152-230902
ई-मेल/E-mail: registrar@mgahv.in

No: 006/Admin/212/20/Vol-IV /652
Date : 28.03.2023

To,

Addl. General Manager (HR)
Dedicated Freight Corridor Corporation of India Limited
Supreme Court Metro Station Building, 5th Floor,
New Delhi - 110001

Sub.: Forwarding of application of Ms. Padma K. Umbarkar, Assistant for the post of Assistant Manager (on Deputation) in Dedicated Freight Corridor Corporation of India Limited, New Delhi - reg.

Sir/Madam,

In response to the advertisement 17/2023 dated 27.02.2023 an application received from Ms. Padma K. Umbarkar, Assistant of this University for the post stated above is enclosed herewith.

Ms. Padma K. Umbarkar has been working as Assistant since 01.04.2001. Presently, she is working as Administrative Officer (on deputation) since 01.01.2021 at Food Safety and Standards Authority of India, (Western Region), Mumbai.

Her application for the above post is forwarded for three years (03) from her initial date of deputation i.e., upto 31.12.2023 from 01.01.2021

As desired, application along with Vigilance & Disciplinary Clearance Certificate and attested copies of ACR's of Ms. Padma K. Umbarkar for the last five years are enclosed herewith.

This is issued with the approval of the Competent Authority.

Yours faithfully,

कादर नवाज़
(Kadar Nawaz Khan)
28/03/23

Encl.:As above

Copy to:

Ms. Padma K. Umbarkar
Administrative Officer (On Deputation)
FSSAI, Mumbai



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
 (संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
 (A Central University established by Parliament by Act No. 3 of 1997)

**आज़ादी का
अमृत महोत्सव**

कादर नवाज़ खान
Kadar Nawaz Khan
 कुलसचिव
 Registrar

दूरभाष/Phone : +91-7152-230902
 ई-मेल/E-mail: registrar@mgahv.in

No. : 006/Admin/212/20/Vol-IV/653
 Date : 28/03/2023

Vigilance & Disciplinary Certificate

Certified that Ms. Padma K. Umbarkar has worked as Assistant since 01.04.2001 to 31.12.2020 in various departments of the University. Presently, she is working as Administrative Officer (on deputation) since 01.01.2021 at Food Safety and Standards Authority of India, (Western Region), Mumbai.

Also certified that:-

- There is No Vigilance or Disciplinary case pending/contemplated against Ms. Padma K. Umbarkar.
- Her integrity is beyond doubt.
- No Major/Minor penalty has been imposed on her during last 10 years.

In case of her selection she will be relieved as per rules.

This is issued with the approval of the Competent Authority.

कादर नवाज़
 (Kadar Nawaz Khan)
 28/03/23



PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

IMPORTANT Please do not leave blanks	Vacancy Notice No. (appears on the top right side of notice)	17/2023 Dt. 27.02.2023
	File No. (appears on the left side of vacancy notice)	HQ-HRODPOU(DEP)/80/2022/18469
	Post against which application has been submitted	Assistant Manager
	Choice of Station (whichever applicable)	Ahmedabad

Personal Data

1	Name	PADMA KRUSHNARAO UMBARKAR
2	Gender	FEMALE
3	Service	Assistant (Level- 07) Modified Assured Career Progression Scheme (MSCPS) (17.06.2007 to 31.12.2020) Assistant (Level- 06) (07.06.2007 to 16.06.2017) Assistant –Gr.-II (01.04.2001 to 06.06.2007)
4	Department	Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
5	Category	General
6	Date of Birth	04.05.1974
7	DITS (Date of entry into Time Scale)	01.04.2001
8	Date of entry in Gr-B (whichever applicable)	Currently on deputation as a Administrative Officer-B from 01.01.2021 at FSSAI, WR, Mumbai
9	Present pay band with Grade Pay and basic pay as on date of application	Level – 8 (9300-34800 GP – 4800/-) Basic Pay – 58,600/-
10	Present Designation & Railway	Administrative Officer - B
11	Contact details -	
	a) Email ID	Padma.umbarkar@fssai.gov.in, padmab.mgahv@gmail.com
	b) Telephone (O)	022-26420961/63
	c) Telephone (R)	-

d) Mobile Number	8261069228
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12 Educational Qualifications: -

S. No.	Qualification/Degree	Year/Division	Institution/university
1	S.S.C.	1991	NAGPUR DIVISIONAL BOARD, NAGPUR
2	H.S.S.C.	1994	NAGPUR DIVISIONAL BOARD, NAGPUR
3	B. Com III	2000	NAGPUR UNIVERSITY, NAGPUR
4	M.A. II (Rural Development)	2013	MGAHV, Wardha

12.1 Professional Qualifications, if any: -

S. No.	Qualification/Degree	Year/Division	Institution/university
1	MCA (Diploma In Co operative Management)	1997	Pune
2	Computer (M.S. Office)	1998	Wardha

13 Experience Details: -

S. No.	Designation	Grade (i.e. Gr-B/SS/IAG/SG/SAG)	From	To	Duties and Responsibilities held
1	Administrative Officer - B	Level - 8 47600-151100	11/05/2021	Still Continue..	<p>(Food Safety And Standard Authority Of India Bandra (East), Mumbai.) <u>Department of Establishment, Administration and Finance</u></p> <ol style="list-style-type: none"> Maintenance of service books/personal file, Leave account. Process the files for disbursement as per delegation of sanctioned amount. (Administration & Finance) Dak movement supervision. Stock maintenance and stock verification. House keeping staff supervision and co-ordination with agency. Attendance Supervision of

					<p>the staff.</p> <p>7. NPS/CGHS/Establishment Office related work.</p> <p>8. Contribution of the Establishment related files and organize a filing system.</p> <p>9. Arrangement regarding the office meeting.</p> <p>10. Medical/TA bills prosing</p> <p>11. Co-ordination with ITC-FSAN Financial/Account related matters.</p> <p>12. Hindi Adhikari</p>
2	Administrative Officer - B	Level – 8 47600-151100	01.01.2021	10.05.2021	<p>(Food Safety And Standard Authority Of India Bandra (East), Mumbai.) <u>Department of Establishment, Administration and Finance</u></p> <p>01 Disbursement of Salary. 02 To verify the bills and vouchers. 03 Process the files for disbursement as per delegation of sanctioned amount. (Administration & Finance) 04 Account related work. 05 Maintenance of other utilities that is A/C, Printers, LAN, Computers, etc. 06 Pay Fixation and Annual Increment.</p>
3	Assistant-I	Level – 07 (9300-34800) 53600/- Basic			<p>Mahatma Gandhi Antarrashtra Hindi Vishwavidyalaya- Wardha (Maharashtra) (A Central University)</p> <p><u>Department of Finance</u></p> <p>1. Cash Book Maintain, Students Admisslon. 2. Students Scholarship 3. Students Related all Work</p>
4	Assistant-I	Level -06 5000-150-8000			
5	Assistant-II	Level -05 4000-100-6000	01.04.2001	31.12.2020	

					<p>& Other Office Work. <u>Dean Office</u></p> <p>Academic Work</p> <ol style="list-style-type: none"> 1. Additional work of Dean office <p><u>Department of Establishment & Administration</u></p> <p>Professor, Associate Professor & Group A Related All Work-</p> <ol style="list-style-type: none"> 1. Leave 2. LTC 3. Service Book Entry 4. Salary Fixation 2. Advance & Other Work,
					<p><u>Central Library</u></p> <ol style="list-style-type: none"> 1. All Office Work 2. Library Book Entry in Koha Software
					<p><u>Academic Coordinator Office</u></p> <ol style="list-style-type: none"> 1. All Office Work 2. CAS
					<p><u>Laboratory In Information for the Liberal Art</u></p> <ol style="list-style-type: none"> 1. Departmental Library 2. Maintain of Leave Record 3. Office Work
					<p><u>Department of Education</u></p> <p>Students related all work & office work. (Scholarship, Fellowship, JRF, SRF)</p>
					<p><u>Department of Dalit & Tribal Studies</u></p> <ol style="list-style-type: none"> 1. Students related all work & office work. (Scholarship,

					Fellowship, JRF, SRF)
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14	Details of previous deputation/Foreign assignment, if any	Currently on deputation as a 'Administrative Officer - B' from 01.01.2021 at FSSAI, WR, Mumbai
15	Whether debarred from deputation? If yes, please furnish details.	No
16	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	No

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.


(Name and signature of the applicant)
(Padma Krushnarao Umbarkar)

Place – Mumbai
Date – 13.03.2023

FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA*Inspiring Trust, Assuring Safe & Nutritious Food*

MINISTRY OF HEALTH AND FAMILY WELFARE

Ref. No.2Estt.-15/FSSAI/WR/2022-23/2388

Date: 13.03.2023

TO WHOM SO EVER IT MAY CONCERN

It is to certify that Ms. Padma Krushnarao Umbarkar is working as an Administrative Officer in the Food Safety and Standards Authority of India, Western Region, Mumbai since 1 January, 2021. She is very obedient and sincere to her work. She is professional attitude and very good job knowledge. She has vast experience and exposure in the Administration & Accounts work.

To the best of my knowledge and belief character is satisfactory. We wish her every success in life.

(Pritee Chaudhary, IRS)
Regional Director
FSSAI, WR, Mumbai