

I Joined the Central Government service as Assistance of CSS Cadre in Union Public Service Commission on . At present, I am holding the post of Director in Department of Heavy Industry and will retire on after completing 35 years and 4 months service. During my service, I held various important postings both in Union Public Service Commission and as well as in Department of Heavy Industry.

A. I served in Union Public Service Commission from . I was appointed as Section Officer in October on qualifying Limited Departmental Competitive (SO Grade) Exam . I was promoted as ad hoc Under Secretary w.e.f and on regular basis from Select List of . I handled the work of General -III Section, R(C&P) Section, EIA(II) Section, R&S Section, Appointment Branch, R-I Section, AIS Section, Nodal Legal Section of UPSC.

I handled the following important work/projects in UPSC:-

(I) **Preparation of Manual of Standard Letters/proforma in Recruitment Branch.**

During my tenure in R(C&P) Section, I initiated a project in compile the letters and proforma used in Recruitment Branch for communication/documentation under the direct guidance of Sh. , then my Under secretary. At that time, different Sections (RA to RH, Adviser Cell, Data Bank etc) were using different format of letters/proforma and there was no uniformity. In order to bring uniformity in the letters/proforma for communicating with Ministries/Departments/Candidates/Experts/Interview Boards, it was considered to standardize all the documents in the Recruitment Branch.

I visited all the Sections in the Recruitment Branch and collected copies of each and every letter/proforma used in the Recruitment Branch. Thereafter, I tabulated the letters/proforma used at different stages in the recruitment process in the chronological order.

All the letters/proforma used at various stages of recruitment process by different Sections were scrutinized and standard letters/proforma were devised containing the vital information required therein.

A draft Manual of standard letters/proforma was then typed out.

A Committee at the level of Under Secretaries was constituted to go through the draft Manual. After incorporating the suggestions made by the Committee, the draft Manual submitted to Chairman, UPSC for approval. Thereafter, copies of the Manual were cyclostyled with printed cover page and circulated in the Commission.

This Manual helped in streamlining the recruitment process.

(II) **Introduction of Four Series of Booklets in UPSC Competitive Examination – Devising procedure for distribution and collection of Test Booklets.**

Since inception of objective type papers in competitive examinations conducted by UPSC from the year onwards, the test booklets were distributed in the Examination Halls and collected back at the end of each session. The candidates were required to mark the answers in a separate answer sheet which were collected, packed securely and sent to UPSC by the Centre Supervisor. During the tenure of Sh. , Secretary, U.P.S.C. from to , it was decided to print the test booklets in four series viz., A, B, C & D with jumbled questions with a view to minimize the chances of copying by the candidates. The test booklets were to be packed in the set of ten numbers each in the serial number order of test booklets with alternate series viz., ABCDABCDAB in one packet and CDABCDABCD in the second packet and so on.

The first examination selected for dummy experiment was combined Medical Services Exam . I being Section Officer In-charge of EIA(II) Section at that time, was made in-charge of the entire project.

First of all, I drafted a Seating Plan of candidates in each room/hall in such a way that no two candidates sitting horizontally, vertically or diagonally had the same series of test booklets. It was observed that a row (vertical) should contain either 6 candidates or 10 candidates or 14 or 18 candidates. The seating plan to be pasted outside examination halls was not to indicate test booklet series whereas the seating plan with the Invigilator and Supervisor was to indicate the test booklet series to be given to the candidates. Detailed instructions were framed for the Supervisor, Invigilator and the Candidates. The time for opening the test booklet packets was also increased to half an hour prior to commencement of examination from 10 minutes. The candidates were required to write the roll number on the test booklets and the series of the test booklets on the answer sheet and sign the Attendance List indicating series of Test Booklet. The Invigilators were required to scrutinize the answer sheet of candidates with regard to indication of correct test booklet series and also blacken the test booklet series on the answer sheet before putting signature on the answer sheet.

Separate D.O. letters were issued to all the Supervisors intimating the changes in distribution process and adoption of the new instructions as well as the sensitivity to handle and distribute the test booklets with accuracy so that the candidates do not suffer due to wrong indication of test booklets.

The Inspecting Officers deputed to visit outstation and at Delhi were suitably briefed about the change in procedure.

On day of examination, Secretary, UPSC and other Senior Officers personally visited UPSC examination halls as well as centres in the schools in Delhi to foresee the conduct of examination and the process of distribution and collection followed. A control room was set up to handle queries from Supervisors/Inspecting Officers. I myself visited conduct of examination in UPSC halls and also replied to various queries in the Control Room. The Examination was conducted smoothly. No complaints were received from outstations regarding any confusion. It was observed that the instructions were quite clear and the process was accurately followed by the Supervisors. It was a all round success and appreciated by everybody in UPSC.

The CMS Examination was conducted as dummy examination with Four different Series of Test Booklets but no jumbled questions. Subsequently, the process was followed with jumbled Questions in different Test booklets in NDA Exam (II), conducted by EIA(III) Section.

The new procedure was adopted for Civil Services Preliminary Examination with 22 subjects Test Booklets in Four different Series. I was deputed to Patna prior to Examination where I stayed for one week and gave onsite awareness of new procedure for distribution and collection of Testbooklets.

The other team members of EIA(II) Section who assisted in the conduct of CMS Exam were Smt. , Assistant, UDC, , UDC, Smt. , LDC. Shri , Under Secretary and Shri , Under Secretary supervised the project.

(III) **Setting up of a Nodal Legal Section in UPSC**

While I was working as Under Secretary in AIS Section, it was decided that the UPSC should have dedicated Nodal Counsels/Senior Counsels/Panel Counsels in various CAT/High Courts as well as in Supreme Court to handle the court cases pertaining to UPSC. It was desirable as the Government counsels at times handled the court cases inefficiently or reported the matters to the Commission late leading to reconvening of interview boards/consideration of ineligible candidates by DPCs/Selection Committees etc. I as Under Secretary in AIS Branch, chalked out a detailed scheme for appointment of Nodal Counsels in all the Central Administrative Tribunals, High Courts and the Supreme Court and also for appointment of senior counsels/additional CGSCs in these courts as Panel Counsels. For handling this work, it was conceived

that a Nodal Legal Section shall be set up in the Commission. The proposal was approved by the Commission and a Nodal Legal Section was created on _____ by an Administrative Order. Its implementation was entrusted to me in addition to my own work.

The Nodal Legal Section was set up with one Section Officer and six Assistants/UDCs/LDCs drawn from the surplus staff in Examination Branch.

The particulars of Senior Central Government Standing Counsel/ASGs were obtained from the Department of Legal Affairs for each CAT/High Court. Detailed letters containing terms & condition of appointment of Nodal Counsel/Panel Counsels were drafted and sent to the Senior CGSC, ASGs and other CGSCs on the panel of D/o Legal Affairs with the request to convey their acceptance for appointment as a Nodal Counsel/Panel Counsel for UPSC. On receipt of acceptance from various counsels, a Committee comprising of Deputy Secretary (AIS) and three Under Secretaries (including myself) as members short listed the names for considering appointment as Nodal Counsel/Panel Counsels. After interaction telephonically with the short listed counsels, one advocate in each court was recommended for appointment as Nodal Counsel and 2-3 Panel Counsels for approval of the Chairman, UPSC. Thereafter, appointment orders were issued appointing Nodal Counsels/Panel Counsels in the courts for the UPSC which were also communicated to the Registrar of respective High Court, Department of Legal Affairs as well as circulated within the office. The respective Sections in UPSC were requested to communicate with these counsels as and when any court case was required to be handled in the respective courts.

It was also felt that some private counsels should also be engaged in various courts as well as for Supreme Court to effectively handle the sensitive court matters as well as for seeking legal opinion. Accordingly, with the permission of Department of Legal Affairs, some private counsels were appointed on the Panel of the Commission. The fee to be paid to the private counsels was also fixed with the approval of the Commission.

The above scheme streamlined the process of handling court cases pertaining to UPSC in various courts as well as improved the speed and quality of handling of court matters of UPSC.

B. Department of Heavy Industry

I joined Department of Heavy Industry on _____ on my promotion as Deputy Secretary. I was promoted as Director on _____. During my tenure in DHI, I handled the work related to O&M, Public Grievances, Information Technology Cell, NDSAP Cell, RTI, SC/ST Cell, Hindi Section and administrative work of various CPSEs. I was a Government Nominee Director on the Boards of HPF, BBJ, BPCL, R&C, B&R, HMT(W),

HMT(CW), HMT(B), HMT(MT), LGMC. The important work handled during my tenure in Heavy Industry is as under:-

- (i) Prepared Citizens/Clients Charter of DHI
- (ii) Implemented CPGRAMS in DHI
- (iii) Prepared Record Retention Schedule of DHI
- (iv) Prepared the document "Final Level of Disposal and Channel of Submission in DHI"
- (v) Worked as Ministry Representative (MR) for ISO Certification Project for AEI, PE-XI, TSW(B) and awarded ISO 9001:2008 Certificate in June, 2015.
- (vi) e-Office Digitations of records.
- (vii) Implemented VRS in HPF
- (viii) Published Data Sets on Data.gov.in Portal
- (ix) Redesigning of GIGW compliant website of DHI
- (x) Nodal Officer for e-procure (CPPP) Portal and for implementation of IPv6
- (xi) Implemented e-Office in DHI – It was a major project handled in DHI. Various workshops held. Necessary flow charts, folders, users, master users, Administrators created. A series of OMs/circulars issued for implementing e-Office. Personally visited various Sections/Officers to flag and resolve their problems by e-Office Team. KMS, e-Leave, PIMS, e-file, e-Diarization, e-Notice Board, email diarisation implemented in DHI. Various meeting attended in DARPG for e-office implementation monitoring.

I will always cherish my memories of serving in the Central Government and in turn serving the nation with whatever capability the God had given to me.