

**File No-18011/1/2016-GA(Pt.)**  
Government of India  
Ministry of Jal Shakti  
Deptt. Of Water resources, RD & GR  
General Administration Section

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 29.01.2025

**CIRCULAR**

On attaining the age of superannuation, Shri Mohan Singh, Canteen Clerk is retiring from Government Service on 31.01.2025.

2. A farewell meeting will be organised under the Chairmanship of Deputy Secretary (GA, IEC/E-Gov) on 31.01.2025 (Friday) at 4:00 PM in the conference hall of this Department.

3. All the officers and staff are requested to make it convenient to attend the farewell meeting.



(Ashish Kumar Sao)  
Under Secretary to the Govt. of India  
011-23710303

To

All Officers and staff of this Department

Copy to :-

- (i) Sr. PPS to Secretary, WR RD & GR
- (ii) PPS to MD (NWM), WR RD & GR
- (iii) PPS to Additional Secretary, WR RD & GR
- (iv) Sr. PPS to Additional Secretary (A, GW&IC)
- (v) PSO to Joint Secretary (GA, RD & PP)
- (vi) PPS to Joint Secretary (FA)
- (vii) Chairman (NDSA) with a request to allow Smt. Neelam Madan to host the event.
- (viii) DS (GA, IEC/E-Gov)

### **Bio-Data of Shri Mohan Singh, Canteen Clerk**

**Date of Birth** : 02.01.1965  
**Name of Spouse** : Late Bimla  
**Date of Entry into Government Service** : 15.10.1983  
**Total Qualifying Service** : 41 Years 03 Months 17 Days

#### **Posting Profile**

**Shri Mohan Singh** is retiring from the post of Canteen Clerk from the Department of Water Resources, RD & GR. He has served for more than 41 years in Central Government. He has always worked with supreme zeal and spirit.

Everyone praises his cordial, friendly and welcoming nature.

#### **Promotion and Work profile**

1. Initially appointed as Wash Boy on 15.10.1983.
2. Subsequently, he was promoted to the post of Bearer on 14.02.2003.
3. Then, he was promoted as Canteen Clerk in November, 2017 and since then he is continuously working here in this Dept.

#### **Family Details:**

**Son** - Mr. Manoj Singh  
          - Mr. Kishor Singh  
**Daughter** - Ms. Kusum