

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GURU TEG BAHADUR HOSPITAL, DILSHAD GARDEN  
SHAH DARA, DELHI - 110095  
Establishment Branch-I

No.F.1(641)/P.F./N/Steno/E-I/GTBH/2022/ 6767-69

Dated:- 19/3/24

**MEMORANDUM**

Whereas, **Sh. Naveen** (D.O.B-01/12/1997) was appointed to the post of **Stenographer Grade-III** w.e.f 22/11/2021, after acceptance of appointment on the terms and conditions contained in memorandum dated 06/08/2021.

Whereas, the appointment of Sh. Naveen, Stenographer, was made on probation for a period of two years as per the terms and conditions.

Whereas, Sh. Naveen was called in Services Department(III) on 31/01/2024 for considering his name for posting at a sensitive place.

Whereas, a proficiency skill test in r/o Sh. Naveen, Stenographer Grade III, was conducted by Services Department but the performance of the official was found unsatisfactory.

Whereas, the Deputy Secretary (Services) Services Department, vide its letter No. F.3(5)/Misc/2017/S-III/328 dated 13/02/2024 with the approval of Competent Authority has conveyed to extend the probation period of Sh. Naveen, Stenographer Grade III, for a period of Six months.

Whereas, in view of position stated above, the probation period of Sh. Naveen, Stenographer Grade III, is extended for a period of Six month i.e. upto 21/05/2024 accordingly.

Whereas, Sh. Naveen, Stenographer Grade III, will be required to take a skill test in stenography after 6 month and only after satisfactory performance, the probation period shall be treated as completed.

This issue with the prior approval of the Medical Director, of GTBH.

AMS (ADMN.)/HOO-GTBH

**Sh. Naveen, Stenographer Grade-III,  
PB of Administrative Officer-GTBH,  
Administrative Block, Room no. 321,  
GTBH, Dilshad Garden, Delhi.**

Copy to:-

1. The Deputy Secretary (Services III) 5<sup>th</sup> Level, B wing, Delhi Secretariat I.P Estate, New Delhi.
2. DPA GTB, Hospital to upload website of GTBH.

AMS (ADMN.)/HOO-GTBH