**BIO-DATA**

Name : Rita Chauhan

Date of Birth : 06.01.1959

Husband’s Name : Kumar Chauhan

Qualification : Graduate

Designation : Retired as Private Secretary – Gazetted Post

Residence : M -4/15, Model Town – III, Delhi – 110009.

Present Pay & Pay Level : Basic Rs. 77700/- Level -10

(as per 7th CPC)

Contact No. : 9717647413

Email ID : [ritamodeltown@gmail.com](mailto:ritamodeltown@gmail.com)

**Work Experience**

|  |  |
| --- | --- |
| Date | Experience |
| 06.01.1982 | Joined Railway Board as Stenographer, worked in Budget Branch from January, 1982 to July, 1982 - Compilation of Board’s Rolling Stock Budget, Stat Branch from August, 1982 to July, 1983 and in Safety Branch from October, 1983 to March, 1987 - Receipt and circulation of train accident messages. |
| 26.03.1987 to June, 1992 | I went to Deputation to Board for Industrial and Financial Reconstruction (BIFR), Ministry of Finance. I worked as P.A. to Board Member/BIFR, Bench-III, during the period from 26th March, 1987 to June, 1992. BIFR is a quasi judicial body. I assisted my officer in finalizing revival and rehabilitation packages on sick companies, winding up of sick companies, institutional finance to sick companies, amalgamation of companies, etc. |
| July, 92 to July, 2017 | Worked as PA to Director Stores Dte. from July, 92 to April, 2007 and as PS to Director Stores from April, 2007 to 16th July, 2017.  I assisted my officers in finalizing the various tenders for procurement of wagons, EMUs, MEMUs, DMUs, steel items, bogies, couplers, CTRBs and preparation and revision of tender conditions. Many Parliamentary references, audit paras and court cases were required to be replied in time.  The preparation of agenda items for various meetings and presentation of wagons statistics in various formats required to be put up to Board regularly was done. |
| 17th July to 31.01.2019 | Worked as PS to EDME(Projects). I assisted EDME(P) in finalizing the Projects related to Workshops. Several new projects sanctioned during the current Budget and old projects which were not progressing well have been reviewed and dropped. Umbrella works sanctioned for improving the maintenance infrastructure and safety. |

|  |  |  |
| --- | --- | --- |
| |  | | --- | |  |  |  | | --- | |  | |