

REMINDER-I

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT, NEW DELHI 110002.

No.F.3 (3) (1)/S.III/2020/ 118- 120

Dated: 25/01/2022

To

All the concerned Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: Promotion of Stenographers Grade III to the post of Personal Assistant on regular basis-reg.

Sir/Madam,

I am to invite your kind attention to this department's letter of even number dated 14.12.2021, on the subject cited above.

In this context, it is informed that this department is in the process of preparing a panel of eligible Grade III Stenographers for considering their promotion to the post of Personal Assistant on regular basis, in the pay matrix level of Rs.44900-142400 [pre-revised scale Rs.9300-34800 plus Grade Pay of Rs.4600/-]. In this regard, APARs for the period mentioned below, as well as, Integrity Certificate, Vigilance Report and no penalty certificate in respect of following eligible Grade III Stenographers are urgently required. In case the requisite APARs have not been written, a non-reporting certificate may be sent for the relevant period.

S.No	Snty. No.	Name of the official (Sh./Smt./Km.)	DOB	Present Department	Remarks
1	2171	AMIT ANAND	25-11-85	UTCS (Div from EMP)	VC req. From EMP
2	2172	JOHAR BAIRWA	04-07-80	DHS	IC/VC req.
3	2173	USHA KUMARI (OH)	05-01-88	EDN	IC/VC req. APAR 2013-14 is OS/8.5
4	2175	MUKESH KUMAR	01-01-81	UD (Div from DHS)	IC/VC & APAR 1.4.14- 31.7.14 & 13.7.16-19.9.16 req.
5	2176	RENUKA PANWAR	20-03-84	MAMC	APAR 2016-17 req.
6	2179	DINESH KUMAR	30-06-82	DHS	IC/VC & NRC 10.2.18- 31.3.18 req.
7	2181	DEEPTI	30-04-87	EMP	NRC 1.4.18 to 10.4.18 req.
8	2182	SURESH KUMAR	10-04-80	LAS (Div from DFW)	IC/VC req.

9	2184	MAHESH KUMAR	23-01-81	LGS (Div from PAO)	IC/VC req.
10	2185	SAVITA	02-09-83	FSL	Complete (APAR 2013-14 is OS-8.5)
11	2187	REKHA	02-01-76	MAMC	VC req.
12	2191	PARMOD SAINI	04-04-84	NSUT (Div from EDN)	IC/VC & APAR 2018-19 req.
13	2193	JITENDRA CHAUDHARY	02-11-74	RTRH	IC/VC req.
14	2194	SANJAY KUMAR CHAUDHARY	11-10-83	BJRM	NRC 17.5.16-3.7.16 req.
15	2196	SEEMA RAGHAV	07-06-78	I& FC	APAR 2016-17&1.4.18-31.10.18 req.

Further, the requisite information in respect of all the officials may be made available strictly on the proforma as Annexure-'B' to facilitate assessment of their suitability for the post of Personal Assistant.

If any of the officials has expired/resigned/removed from service, promoted/ appointed to higher grade/post or transferred/sent on deputation to other department, then the necessary information may be provided to this department. Service particulars of the officials may also be sent to this department so that further correspondence can be made as and when required.

It may please be noted that only those Stenographers Grade III will be considered for promotion, whose records are made available and in case any official is not considered for promotion due to non-furnishing of information by the concerned department, the onus shall rest with the Administrative Department only.

This may please be given PRIORITY and necessary documents may be furnished to this department latest by **11.02.2022**.

Yours faithfully,


(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

No.F.3 (3) (1)/S.III/2020/ 118 -120

Dated: 25/01/2022

Copy forwarded to:-

- (1) The Section Officer (S-IV)/APAR Cell, for providing APARs, in respect of the officials as per the circular.
- (2) The Section Officer, Services (Co-ord.) Branch, for uploading the circular to the department's website at the earliest.


(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)