

REMINDER

**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/2020/1404-1406

Date: 25/06/2021

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

Sub: **Promotion of left out/Regular cases of Stenographers (Grade III Stenographers) to the post of Personal Assistant (Grade II Stenographers)-reg.**

Sir/Madam,

I am to invite your kind attention to this department letter of even number dated 13.04.2021 & 19.04.2021 on the subject mentioned above. A copy of the said letter along with **Annexure B** was also uploaded in the official website of this department with the request to furnish the documents, like ACRs/APARs for the preceding five years as well as Integrity Certificate, Vigilance Report & No Penalty Certificate, in respect of the officials as mentioned in above letter. It was also informed that the requisite information may be made available strictly on Annexure-'B' to facilitate assessment of their suitability for the post of Personal Assistant. Further, it was also informed that in case the requisite APARs have not been written, a non-reporting certificate may be sent for the relevant period. However, the requisite documents in respect of the officials are yet to be received from you.

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 necessary information may be provided to this department. Further, service particulars of such officials may also be sent to this department so that correspondence, if any, could be made as and when required.

It may please be noted that only those left out/Grade III Stenographers will be considered for promotion to the post of Personal Assistant, 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 department only.

In view of the above, it is requested that requisite information/documents, in respect of the officials may please be furnished to this department **latest by 30.06.2021.**

Yours faithfully,


DEPUTY SECRETARY (SERVICES)

No.F.3 (3) (1)/S.III/2020/1404-1406

Date: 25/06/2021

Copy forwarded to:-

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


DEPUTY SECRETARY (SERVICES)