

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)**

B WING, 7TH LEVEL, DELHI SECRETARIAT, NEW DELHI 110002.

F.No.3 (3) (1)/STENO PROM./S.III/2022/ 526-528

Dated: 24/03/2022

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 letter of even number dated 09.02.2022, 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, Integrity Certificate, Vigilance Report/APARs and no penalty certificate in respect of following eligible Stenographers Grade III are urgently required..

S.No	Snty. No.	Name of the official (Sh./Smt./Km.)	DOB	Present Department	Remarks
1	2209	HEMANT KUMAR	06.07.89	EMP	APARs2016-17,1.4.17-31.7.17,2019-20&2020-2021 Req.
2	2210	AMIT KUMAR	10.02.90	LAS	APARs2016-17, Req.
3	2211	SATYAM CHAUHAN	22.03.86	DCO	IC/VC Req.
4	2212	MANOJ KUMAR	07.01.86	CEO	APARs 1.12.17-31.3.18, Req.
5	2213	NUTAN KUMARI	04.02.89	DCO	APARs 2016-17, &1.4.17 6.12.17 Req.
6	2215	HARPREET KAUR	07.01.84	H&FW	APARs 4.9.19-31.3.2020&2020.2021 Req.
7	2217	SWATI RAWAT	08.08.91	DOV	APARs2016-17, 1.8.19-30.11.19 Req.
8	2228	RIMJITHIM GARG	17-07-92	DEV	APARs2016-17, Req.
9	2236	RAVI	25-04-94	DSW	IC/VC/APARs 2018-19 to 2020-21 Req.
10	2239	DEEPA PASSI	16-07-87	F&S	APARs 2016-17 to 2020-21 Req.
11	2257	KISHAN KUMAR SHARMA	26.04.85	MAMC	APARs 2016-17 to 2020-21 Req.

12	2258	ABHISHEK MANN	06-02-95	D SSSB	NRC 15.10.20-30.11.20Req.
13	2259	ANITA MEENA	28-02-92	EDN	APARs 2016-17 to 2020-21 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 as early as possible.

Yours faithfully,

(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

No.F.3 (3) (1)/S.III/2020/ 526 - 528

Dated: 24/03/2022

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)