

**MOST URGENT/TIME BOUND**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT- (III)  
B WING, 7<sup>TH</sup> LEVEL, DELHI SECRETARIAT,  
NEW DELHI : 110002**

F.3 (3)/1/PPS PROM./S.III/2022/2126-2128  
To

Dated: 12-12-2023

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

Subject: **Preparation of the panel of Private Secretary (Sr.PA) for promotion to the post of Principal Private Secretary (PPS).**

Sir/Madam,

In continuation of this office letter of even number dated 14.10.2022 and subsequent reminder dated on 04.11.2022 on the subject cited above vide which it was informed that Services Department is in the process of preparing a panel of Private Secretary (Sr.PA) for consideration their promotion to the post of Principal Private Secretary (PPS) and requested to forward the following documents in respect of the PSs enclosed as Annexure-A..

- (a) Annexure B (duly filled)
- (b) Integrity Certificate.
- (c) Vigilance Clearance Report (Departmental & DOV).
- (d) No penalty certificate.
- (e) Details of court cases, if any.
- (f) APARs for the preceding five years (i.e.2015-16 to 2020-2021)
- (g) Certificate regarding completion of training programme at least two weeks conducted by UTCS.

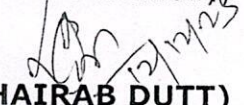
It is, therefore, requested to kindly forward the **requisite documents/information strictly in the prescribed proforma** in respect of the officers mentioned in attached list. In case the requisite **ACRs/APARs have not been written, a non-reporting certificate along with all the available ACRs/APARs** may kindly be sent to this department.

It may please be noted that only those officers will be considered for empanelment in respect of whom all the records are made available and in case any of officer is not considered for promotion due to non-furnishing of requisite information/ documents by the concerned department, the onus shall rest with the concerned department only.

This may be given **"TOP PRIORITY"** and necessary documents/information may be furnished to this department before 15.12.2023 positively.

**Encl.:** As above

Yours faithfully,

  
**(BHAIRAB DUTT)**  
**DEPUTY SECRETARY (SERVICES)**

F.3 (3)/1/PPS PROM./S.III/2022/2126-2128

Dated: 12-12-2023

Copy forwarded for information and necessary action to:

1. The Asstt. Director (Vig.), Dte. Of Vigilance, with the request to furnish the latest Vigilance report in respect of officials as Annexure-I(proforma not required as these are promotion matters).
- ✓ 2. The SO (Services-IV), APAR Cell, with the request to provide the required ACRs/APARs/NRC of the officers as per list enclosed.
3. The Section Officer (Co-ord.), Service Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).

  
**(BHAIRAB DUTT)**  
**DEPUTY SECRETARY (SERVICES)**



**ANNEXURE-I**

List of eligible Private Secretary who has been under consideration for their promotion to the post of Principal Private Secretary.

| S.No. | Snty No. | Name of the official (Mr./Mrs./Ms.) | Date of Birth | Category (UR/SC/ST/PH) | Date of regular apptt. As PS | Present Deptt.   |
|-------|----------|-------------------------------------|---------------|------------------------|------------------------------|------------------|
| 1     | 267      | Virender Kumar/Taneja               | 02.04.66      | UR                     | 01.01.2017                   | LAS              |
| 2     | 268      | Ranbir Singh                        | 13.04.66      | UR                     | 01.01.2017                   | DIP(Div in LAB)  |
| 3     | 269      | Sarojini Kumari Bist                | 21.05.66      | UR                     | 01.01.2017                   | MNH              |
| 4     | 270      | Praveen Mahajan/Bhatia              | 11.06.66      | UR                     | 01.01.2017                   | LAS              |
| 5     | 271      | Rajni Sharma                        | 23.08.66      | UR                     | 01.01.2017                   | EMP (Div in LAS) |
| 6     | 272      | Sunita Chauhan                      | 08.07.66      | UR                     | 01.01.2017                   | DCW              |
| 7     | 273      | Sri Bhagwan                         | 10.08.66      | UR                     | 01.01.2017                   | DHEDN            |
| 8     | 274      | Neelam Kumari Bhatti                | 23.10.66      | UR                     | 01.01.2017                   | DCO              |
| 9     | 275      | Neelam Rattan                       | 03.01.67      | UR                     | 01.01.2017                   | DSW              |
| 10    | 276      | Indu Aneja/Chandana                 | 02.04.67      | UR                     | 01.01.2017                   | ASH              |
| 11    | 277      | Sarla Rani                          | 12.05.67      | UR                     | 01.01.2017                   | ARCHV            |
| 12    | 278      | Meenu Dutta                         | 10.08.67      | UR                     | 01.01.2017                   | DDUH             |
| 13    | 279      | Santosh Malhotra                    | 15.08.67      | UR                     | 01.01.2017                   | DDUH             |
| 14    | 280      | Anju Bala Bajaj                     | 01.09.67      | UR                     | 01.01.2017                   | EDN              |
| 15    | 281      | Kiran Sharma/Mandola                | 16.11.67      | UR                     | 01.01.2017                   | EDN              |
| 16    | 282      | Parvinder Kaur                      | 30.03.68      | UR                     | 01.01.2017                   | GBPH             |
| 17    | 283      | Vimmi Sayal/Shokeen                 | 26.04.68      | UR                     | 01.01.2017                   | LNH              |
| 18    | 284      | Anita Rani Verma                    | 04.05.68      | UR                     | 01.01.2017                   | AAAH             |
| 19    | 286      | Vimita Gupta                        | 18.06.68      | UR                     | 01.01.2017                   | LAB              |
| 20    | 287      | Archana Virmani/Piplani             | 07.07.68      | UR                     | 01.01.2017                   | GBPH             |
| 21    | 290      | Renu Bala Bhardwaj                  | 15.08.63      | UR                     | 01.01.2017                   | ACL              |
| 22    | 292      | Sanjay Kumar                        | 13.11.64      | UR                     | 01.01.2017                   | LAS              |



|    |     |                       |          |  |    |            |                     |
|----|-----|-----------------------|----------|--|----|------------|---------------------|
| 23 | 293 | Madhu Bala Raparia    | 23.12.64 |  | UR | 01.01.2017 | NCJH                |
| 24 | 294 | Manohar Lal           | 03.04.65 |  | UR | 01.01.2017 | H&FW                |
| 25 | 295 | Satyaveer Singh Kundu | 20.04.65 |  | UR | 01.01.2017 | GAD(Div in CMO)     |
| 26 | 296 | Rita Miglani          | 15.07.68 |  | UR | 01.01.2017 | EDN                 |
| 27 | 297 | Renu Bala Bhatia      | 24.07.68 |  | UR | 01.01.2017 | OBC                 |
| 28 | 298 | Satish Kumar          | 09.10.65 |  | UR | 01.01.2017 | CEO                 |
| 29 | 299 | Krishna Manchanda     | 12.11.65 |  | UR | 01.01.2017 | GAD(Div in Min F&S) |
| 30 | 300 | Poonam Kumari/Wadhwa  | 23.01.66 |  | UR | 01.01.2017 | ARCHY               |
| 31 | 301 | Parvesh Kumar Arya    | 09.04.66 |  | UR | 01.01.2017 | GBPH                |
| 32 | 302 | Kanta Rani            | 05.05.66 |  | UR | 01.01.2017 | T&T                 |
| 33 | 304 | Ramesh Singh          | 07.08.66 |  | UR | 01.01.2017 | GBPEC               |
| 34 | 306 | Sube Singh            | 18.01.67 |  | UR | 01.01.2017 | LAS                 |
| 35 | 307 | Madhu Bala            | 01.02.67 |  | UR | 01.01.2017 | GBPH                |
| 36 | 308 | Raj Rani              | 02.02.67 |  | UR | 01.01.2017 | T&T                 |
| 37 | 309 | Krishna Kumari Arora  | 08.02.67 |  | UR | 01.01.2017 | MAMC                |
| 38 | 310 | Janki Joshi           | 10.02.67 |  | UR | 01.01.2017 | F&WL                |
| 39 | 311 | Asha Gandhi           | 27.07.67 |  | UR | 01.01.2017 | MAMC                |
| 40 | 312 | Sandhya Saxena        | 15.03.68 |  | UR | 01.01.2017 | MAMC                |
| 41 | 314 | Devinder Kaur         | 25.01.67 |  | UR | 01.01.2017 | DSSSB               |
| 42 | 315 | Girish Sethi          | 14.09.67 |  | UR | 01.01.2017 | COA(Div in SEC)     |
| 43 | 316 | Neelam Kahol/Sharma   | 08.05.68 |  | UR | 01.01.2017 | T&T(Div in PGC)     |
| 44 | 317 | Shobha                | 17.04.66 |  | UR | 01.01.2017 | DCBH                |
| 45 | 318 | Pradeep Kumar Sharma  | 21.07.66 |  | UR | 01.01.2017 | PGC                 |
| 46 | 319 | Sangeeta Marwaha      | 08.12.67 |  | UR | 01.01.2017 | PGC                 |
| 47 | 320 | Rakesh Kumar          | 06.01.66 |  | UR | 01.01.2017 | MAMC                |
| 48 | 321 | Asha Ghai/Puri        | 22.10.65 |  | UR | 01.01.2017 | DSSSB               |



|    |     |                        |          |    |            |                                   |
|----|-----|------------------------|----------|----|------------|-----------------------------------|
| 49 | 322 | Naresh Chander Balooni | 23.08.63 | UR | 01.01.2017 | EXCISE                            |
| 50 | 323 | Ram Kishan Mathur      | 01.01.64 | UR | 01.01.2017 | IND                               |
| 51 | 324 | Vimal Kumar Juyal      | 12.08.65 | UR | 01.01.2017 | DMC                               |
| 52 | 326 | Jai Pal Singh Rawat    | 17.12.65 | UR | 01.01.2017 | EXCISE                            |
| 53 | 327 | Neena Sehgal           | 27.10.67 | UR | 01.01.2017 | PLG                               |
| 54 | 328 | Urmila Dhanda/Bali     | 20.12.64 | SC | 01.01.2017 | F&WL                              |
| 55 | 329 | Suresh Solanki         | 01.07.63 | SC | 01.01.2017 | T&T(Div in CMO)                   |
| 56 | 330 | Ravinder Kumar         | 06.10.64 | SC | 01.01.2017 | IGH                               |
| 57 | 331 | Brij Mohan             | 01.05.67 | SC | 01.01.2017 | LAS                               |
| 58 | 332 | Mahesh Chand           | 30.06.71 | SC | 01.01.2017 | CEO                               |
| 59 | 333 | Sunita                 | 26.04.64 | SC | 01.01.2017 | GAD                               |
| 60 | 334 | Balbir Singh           | 15.07.64 | SC | 01.01.2017 | LOKAYUKTA                         |
| 61 | 336 | Omkar Singh            | 13.04.72 | SC | 01.01.2017 | GAD(Div in Fin)                   |
| 62 | 337 | Seema Lakha            | 21.12.73 | SC | 01.01.2017 | T&T(Div in Disability commission) |
| 63 | 338 | Krishna Devi           | 30.06.72 | SC | 01.01.2017 | T&T(Div in DHC Committee)         |
| 64 | 339 | Manoj Kumar            | 15.07.72 | SC | 01.01.2017 | GAD(Finance)                      |