

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

No.F.3 (3)/2/S.III/2019/

Date:

To

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

Sub:- Promotion of Personal Assistant (Grade-II Stenographers) to the post of Private Secretary (Sr.PA)- reg..

Sir/Madam,

This is with reference to this department's letter of even number dated 24.10.2019 on the subject cited above. In this context, it is informed that the requisite documents, as shown against the name of each officials mentioned in Annexure A, are yet to be received from your department. to facilitate assessment of suitability of the officials for promotion to the post of Private Secretary (Sr.PA), following documents are urgently required.

- (a) Annexure 'B'
- (b) Integrity Certificate
- (c) Vigilance Clearance Report
- (d) No Penalty Certificate
- (e) Details of courts case if any;
- (f) APARs for the period 2013-14 to 2017-18.

It is, therefore, once again requested to kindly furnish the above mentioned documents and requisite information.

In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a **non-reporting certificate for the relevant period with valid reasons**, may be sent for each such case.

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 along with other requisite documents may be provided to facilitate future correspondence as and when required.

It may please be noted that only those officials will be considered for promotion, whose records are made available. In case any of the officials is not considered for promotion due to non-furnishing of information/requisite documents by the concerned department, the onus shall rest with the department only.

This may be given PRIORITY and necessary documents may be furnished to this department within a WEEK.

Yours faithfully,

(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

Encls: Annexure A & B

No.F.3 (3)/2/S.III/2019/2953

Copy to:

Date: 21/11/19

1. The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs/Grading of the above mentioned officials for further necessary action).
2. The Section Officer (Co-ord.), Service (IV) Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).

(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

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REMINDER-I

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

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(BHAIRAB DUTT)

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ANNEXURE-BPROFORMA

1. Name of the official :
2. Date of Birth :
3. Seniority Number in P.A. :
4. Category (Gen/SC/ST) :
5. Educational Qualifications :
6. Present Department
(with date of Joining) :
7. Whether Integrity certified :
8. Whether any vigilance case is
Pending/contemplated against
the official (Yes/No), if yes ,
details thereof. :
9. Whether any Charge sheet is
Issued under CCS(CCA) Rules, 1965
(Yes/No), if yes, details thereof :
10. Whether any penalty is in operation/
Imposed (Yes/No), if yes, details
thereof :
11. Previous department since entry
Into Govt. service :

S. No.	Department	Post held	From	To

12. Present Residential Address :
13. Telephone No. :
14. Any Information :

(SIGNATURE OF HEAD OF OFFICE)
(with official Seal)

ANNEXURE-A**LIST OF ELIGIBLE PERSONAL ASSISTANT (GR.II/STENO) COMING IN THE ZONE OF CONSIDERATION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY.**

Sl. No.	Snty. No. In PA	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Date of Apptt. as PA	Deptt.	REMARKS/ DEFICIENCY/ DOCUMENT REQ.
1.	423	KIRAN BALA	08.01.68	UR	29.08.08	C. JAIL	APARs
2.	424	ASHA CHUGH/SAKHUJA	07.03.70	UR	29.08.08	LAB	IC/VC/APARs
3.	425	BHARAT RATAN JOSHI	20.12.65	UR	29.08.08	PAO (Div in PWD)	VC AND ANNEXURE 'B' (PERFORMA) REQUIRED
4.	426	SEEMA SHARMA	01.08.67	UR	29.08.08	PLG	APARs
5.	427	RAMESH KUMAR	22.09.66	UR	29.08.08	PLG (Div in OBC)	VC NOT CLEAR UNDER SUSPENSION
6.	428	HARMINDER KUMAR NAGPAL	19.12.67	UR	29.08.08	DSW	APARs
7.	429	RENU TAHILIANI/PUNJMANI	01.07.69	UR	29.08.08	EDN	IC/VC/APARs
8.	430	ARCHANA LAKHANI	01.07.67	UR	29.08.08	MAMC (Div in MAIDS)	APARs
9.	431	GEETA AGGARWAL/ RANJAN	01.10.66	UR	29.08.08	DEV (Div in FC)	APARs
10.	432	RENU GUPTA/AGGARWAL	29.01.67	UR	29.08.08	DCO	VC FROM HQ/APARs
11.	433	SUNIL KUMAR SINGHAL	25.04.67	UR	29.08.08	EDN (Div in MOH&FW)	IC/VC/APARs
12.	434	DHARMENDER KUMAR TIWARI	06.08.68	UR	29.08.08	PGC	APARs
13.	435	SUDHA RANJAN/ VIJAYANANDAN	16.12.65	UR	29.08.08	PROS	APARs
14.	436	AJAY PAL SINGH RAWAT	18.11.64	UR	29.08.08	GAD (MIN. TPT)	IC/VC/APARs
15.	437	KUSUM LATA CHHABRA	17.01.68	UR	29.08.08	IND	IC/VC/APARs
16.	438	ACHLA SHARMA	13.08.65	UR	29.08.08	I&FC/H&FW	ANNEXURE 'B' (PERFORMA) & VC FROM I&FC /APARs
17.	439	TARUN GHOSH	30.12.63	UR	29.08.08	ACL	APARs
18.	440	SUMAN SHARMA/CHANNAN	19.07.70	UR	29.08.08	DFS	APARs
19.	441	SEEMA RANI	26.01.70	UR	29.08.08	IND	IC/VC/APARs
20.	442	DEV RAJ DAGAR	01.04.69	UR	29.08.08	GBPH	APARs
21.	443	PERDEEP KUMAR	20.11.68	UR	29.08.08	LAS	APARs
22.	445	M.M. KOTNALA	20.01.60	UR	29.08.08	T&T(DY. CM)	IC/VC/APARs
23.	447	PARAMJEET KAUR	03.08.67	UR	29.08.08	T&T/LAS	APARs
24.	448	C. SUBHA LAXMI	10-05.69	UR	29.08.08	EDN	IC/VC/APARs
25.	449	GOVIND BALABH	07.10.68	UR	29.08.08	GAD(CMO)	IC/VC/APARs
26.	450	SUNITA SAREEN	20.04.67	UR	29.08.08	BSAH	APARs
27.	451	HARI OM MARWAH	08.12.68	UR	29.08.08	F&S	APARs
28.	452	NARINDER KAUR	06.12.66	UR	29.08.08	EDN/PCA	IC/VC/APARs
29.	453	SASI A.E.	29.05.66	UR	29.08.08	L&B/CMO	IC/VC/APARs
30.	454	INDU KATYAL	26.08.68	UR	29.08.08	LAS	APARs
31.	455	TAHAL RAM KHATRI	16.01.71	UR	29.08.08	GAD/MIN OF W&CD	IC/VC/APARs

32.	456	ANITA KUMARI/MAITHANI	21.02.67	UR	29.08.08	GAD/CMO	IC/VC/APARs
33.	457	POONAM AGGARWAL/GUPTA	23.06.68	UR	29.08.08	LAS	APARs
34.	458	POONAM MADAN	02.04.69	UR	29.08.08	DSW	APARs
35.	459	HEMLATA CHAWLA/ARORA	30.04.71	UR	29.08.08	AIT	IC/VC/APARs
36.	460	SATWINDER KAUR	08.03.65	UR	29.08.08	T&T	APARs
37.	461	NITI BIJANI	20.06.65	UR	29.08.08	TTE	IC/VC/APARs
38.	463	DIWAKAR PANT	06.09.70	UR	29.08.08	PLG/HOME	APARs
39.	464	DINESH KUMAR	21.06.67	UR	29.08.08	DMC	APARs
40.	465	MANOJ KUMAR	27.04.69	UR	29.08.08	GAD	IC/VC/APARs
41.	466	ANITA SHARMA/DOGRA	14.07.68	UR	29.08.08	F&S	IC/VC/APARs
42.	467	REKHA SETH	09.01.69	UR	29.08.08	T&T	APARs
43.	468	JASPAL KAUR	12.05.69	UR	29.08.08	T&T	APARs
44.	469	NIRMALA KUMARI BAJAJ	25.10.68	UR	29.08.08	EDN/PAO	IC/VC/APARs
45.	470	REKHA SONI/KHURANA	06.04.68	UR	29.08.08	DEV	APARs
46.	471	BEENU SHARMA	03.05.70	UR	29.08.08	DCO	IC/VC/APARs
47.	472	ANJU CHADHA/ANAND	06.06.66	UR	29.08.08	DHS	APARs
48.	473	MEENU	01.08.70	UR	29.08.08	PROS	APARs
49.	477	BRIJ MOHAN PANT	12.07.68	UR	29.08.08	F&S	APARs
50.	478	KIRAN BALA	10.02.71	UR	29.08.08	LAS	APARs
51.	479	SATISH KUMAR SHARMA	17.12.69	UR	29.08.08	EDN/CMO	IC/VC/APARs
52.	480	SARITA LAMBA/DHAWAN	05.09.69	UR	29.08.08	EDN	IC/VC/APARs
53.	480-A	INDER PAL SEHGAL	11.08.67	UR/PH	29.08.08	DDUH	APARs
54.	481	RASHMI BALA SHARMA	10.05.65	UR	29.08.08	T&T	APARs
55.	482	ALKA GANDHI ARORA	19.03.69	UR	29.08.08	F&S	APARs
56.	483	RITA KHURANA/ARORA	08.09.66	UR	29.08.08	TTE	IC/VC/APARs
57.	484	RASHMI SAXENA	21.03.67	UR	29.08.08	COA/CMO	IC/VC/APARs
58.	485	NEERU GULATI/DUA	01.08.66	UR	29.08.08	TTE	IC/VC/APARs
59.	486	HITENDER KUMAR SAXENA	01.08.66	UR	29.08.08	TTE	IC/VC/APARs
60.	487	CHANDAN SINGH NEGI	21.05.70	UR	29.08.08	DSSSB	APARs
61.	488	MANJU MONGA SHARMA	09.09.69	UR	29.08.08	DSSSB	IC/VC/APARs
62.	489	MANOJ KUMAR RASTOGI	03.03.67	UR	29.08.08	DCO	IC/VC/APARs
63.	490	BALWANT SINGH NEGI	16.01.69	UR	29.08.08	GAD/ FIN.COMMISS IONER	IC/VC/APARs
64.	491	RAM AVTAR	21.03.65	UR	29.08.08	LAB	APARs
65.	493	SUMAN SHARMA/PUROHIT	05.07.69	UR	29.08.08	CNBC	ANNEXURE 'B' (PERFORMA) /APARs
66.	494	REKHA KATHURIA/ARORA	24.04.66	UR	29.08.08	DDUH	APARs
67.	497	NAGENDRA KUMAR	24.05.67	UR	29.08.08	GAD(MIN)	IC/VC/APARs
68.	498	PREM SHILA SINGH	31.03.67	UR	29.08.08	I&FC	IC/VC/APARs

69.	499	DINESH CHAND PALIWAL	09.09.68	UR	29.08.08	LAS	APARs
70.	500	GIRISH CHAND SHARMA	15.02.68	UR	29.08.08	IT	APARs
71.	501	RACHNA DADIHWAL	12.05.72	UR	29.08.08	MAMC	APARs
72.	502	ASHUTOSH MANRAI	27.10.66	UR	29.08.08	F&S	APARs
73.	503	RAM KARAN	06.09.69	UR	29.08.08	T&T	APARs
74.	504	ANUPMA KAPOOR/DHAWAN	23.02.70	UR	29.08.08	F&S	IC/VC/APARs
75.	505	SANGEETA KUMARI/DHINGRA	17.07.71	UR	29.08.08	F&S	APARs
76.	506	BIRENDER SINGH	04.03.68	UR	29.08.08	GURUDWARA ELECTION	APARs
77.	507	RUBY WALIA/CHAWLA	21.05.67	UR	29.08.08	DCO	IC/VC/APARs
78.	508	SHANKAR SINGH ADHIKARI	28.08.68	UR	29.08.08	DCO	APARs
79.	509	SHOKESHWAR KUMAR	05.07.68	UR	29.08.08	IND (LG SECTT)	IC/VC/APARs
80.	510	SOHAN SINGH RAWAT	27.07.70	UR	29.08.08	LAB(CMO)	APARs
81.	511	NEELAM KUMARI WADHWA	16.05.69	UR	29.08.08	TTE	IC/VC/APARs
82.	511-A	MEENAKSHI SHARMA	27.07.68	UR	29.08.08	UD	APARs
83.	512	NEERU MATHUR	18.06.70	UR	29.08.08	T&T(MIN)	APARs
84.	513	LEENA ARORA	23.10.68	UR	29.08.08	LAB	APARs
85.	514	JAGDISH CHANDER JOSHI	06.02.67	UR	29.08.08	LAB(MIN)	APARs
86.	515	VEENA	27.03.71	UR	29.08.08	MAMC	APARs
87.	516	VEDHA SUNDER	20.09.66	UR	29.08.08	AUDIT	APARs
88.	517	PUSHPENDER JAIN	05.12.67	UR	29.08.08	PROSEC	APARs
89.	518	DINESH KUMAR	17.02.68	UR	29.08.08	GAD	IC/VC/APARs
90.	519	SANGEETA KUKREJA	09.11.69	UR	29.08.08	MAMC	IC/VC/APARs
91.	520	RAJESH BANSAL	30.10.66	UR	29.08.08	PGC	APARs
92.	521	KAMLESH	07.04.67	UR	29.08.08	DDMSC	APARs
- 93.	522	BABITA PANT/KHANTWAL	01.07.70	UR	29.08.08	EMP	APARs
94.	523	SUSHEEL KUMAR CHUGH	28.04.70	UR	29.08.08	PLG	APARs
95.	524	NEERAJ VIJ	16.07.70	UR	29.08.08	OBC COMM	APARs
96.	525	GOPAL BUBNA	01.07.68	UR	29.08.08	CHIT(CS)	APARs
97.	526	MEENA KOCHHAR	17.08.68	UR	29.08.08	EDN	IC/VC/APARs
98.	527	RICHA SACHDEVA / ARORA	17.09.68	UR	29.08.08	SVBPH	APARs
99.	528	TAPAN BARUA	05.09.69	UR	29.08.08	DIP/SGMH	IC/VC/APARs
100.	529	LAKSHU SAXENA/SAJWAN	22.02.69	UR	29.08.08	DHS	IC/VC/APARs
101.	530	SHYAM SUNDER	08.02.71	UR	29.08.08	LG SECTT	APARs
102.	531	ANJANA SHARMA	15.03.73	UR	29.08.08	DOV	APARs
103.	532	LEEL KUMAR DAGAR	15.06.64	UR	29.08.08	DSW	APARs
104.	533	VIVEK	18.04.72	UR	29.08.08	GTBH	APARs
105.	534	ANJANA KUMARI	12.04.71	UR	29.08.08	PROS	APARs

106.	535	PUSHPA DABAS	27.09.70	UR	29.08.08	F&S	APARs
107.	536	A.G. CHITRA BALAJI	02.01.69	UR	29.08.08	PROS	APARs
108.	537	CHARANJEET	18.03.71	UR	29.08.08	T&T	APARs
109.	538	DEVINDER KUMAR MUJRANI	17.09.70	UR	29.08.08	DFS	APARs
110.	539	BABITA SHARMA	26.01.71	UR	29.08.08	LAW	IC/VC/APARs
111.	541	MEENA THIAPLIYAL	12.06.68	UR	29.08.08	W&M	APARs
112.	542	MEENAKSHI RAUTELA/BIST	10.04.72	UR	29.08.08	GBPH	APARs
113.	543	MEDHA PARANJPE	10.05.67	UR	29.08.08	OBC COMM	APARs
114.	544	GAJENDER SINGH BISHT	28.05.71	UR	29.08.08	LG SECTT	APARs
115.	545	VIJAY KUMAR	30.12.69	UR	29.08.08	GAD	IC/VC/APARs
116.	546	PRAKASH CHAND SAINI	16.08.69	UR	29.08.08	GAD	IC/VC/APARs
117.	547	RAJEEV KUMAR SAINI	05.01.67	UR	29.08.08	TPT	IC/VC/APARs
118.	548	ANURADHA	18.07.69	UR	29.08.08	HIGHER EDN.	APARs
119.	599	JEET SINGH	18.04.64	SC	29.08.08	PLG	APARs
120.	600	MADHU BALA/PAL	25.05.72	SC	29.08.08	PROSEC	APARs
121.	601	SOHAN LAL NAIR	28.06.69	SC	29.08.08	CEO	APARs
122.	602	JAGDISH ARYA	21.06.70	SC	29.08.08	GBPEC	IC/VC/APARs
123.	603	ASHOK KUMAR	29.01.72	SC	29.08.08	DAM	APARs
124.	604	SURENDER KUMAR VERMA	07.08.70	SC	29.08.08	L&B	IC/VC/APARs
125.	605	SANJAY KUMAR	12.03.70	SC	29.08.08	LBSH	APARs
126.	606	SUNIL KUMAR	21.03.68	SC	29.08.08	DSSSB	APARs
127.	607	TRILOK CHAND	02.08.70	SC	29.08.08	PROSEC (CDRF)	IC/VC/APARs
128.	608	SUSHIL KUMAR	28.12.69	SC	29.08.08	LG SECTT	APARs
129.	609	KIRAN	14.09.67	SC	29.08.08	EDN	IC/VC/APARs
130.	610	SUSHIL KUMAR	02.04.72	SC	29.08.08	DCO	IC/VC/APARs
131.	611	BRIJ MOHAN	01.01.72	SC	29.08.08	DCO	IC/VC/APARs
132.	612	VIJAY KUMAR	08.06.73	SC	29.08.08	AUD (SERVICES)	APARs
133.	613	VIJAY KUMAR	02.02.71	SC	29.08.08	AAAH	APARs
134.	614	ANITA RANI	27.12.71	SC	29.08.08	PLG.	APARs
135.	615	ANJULA BHARTI	10.12.69	SC	29.08.08	DMC	APARs
136.	616	BHUVNESH KUMARI	16.09.70	SC	29.08.08	DRUGS	IC/VC/APARs
137.	617	DEEPAK KUMAR	30.01.65	SC	29.08.08	GAD	IC/VC/APARs
138.	618	RAVI KUMAR	01.01.69	SC	29.08.08	DCO	IC/VC/APARs
139.	619	ANIL KUMAR	01.06.70	SC	29.08.08	GBPH	APARs