

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT,
NEW DELHI : 110001**

F.3 (3)/2/PPS PROM./S.III/2020 / 587-589

Dated: 02/03/2021

To

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,

Please refer to this office letter of even number dated 02.12.2020 and subsequent reminder dated 07.01.2021 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 of their names for promotion to the post of Principal Private Secretary (PPS) and requested to forward the requisite documents i.e. ACRs/APARs folder for the period 2015-16 to 2019-20, Integrity certificate, Vigilance clearance report, Statement of penalties for the last 10 year (No penalty certificate) and detail of court cases pending in respect of the officers as per list enclosed therewith. But the required information as per list enclosed is still awaited.

It is, therefore, once again requested to kindly forward the **requisite documents/information strictly in the prescribed proforma (enclosed)** 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 15.03.2021 positively.

Yours faithfully,

Encl.: As above

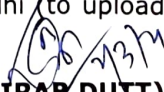

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

F.3 (3)/2/PPS PROM./S.III/2020 / 587-589

Dated: 02/03/2021

Copy forwarded for information and necessary action to:

1. The SO (Services-IV), APAR Cell, with the request to provide the required ACRs/APARs of the officers as per list enclosed.
2. The Section Officer (Co-ord.), Service Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).


(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

LIST OF THE PRIVATE SECRETARY TO BE CONSIDERED FOR PROMOTION TO THE POST OF PRINCIPAL PRIVATE SECRETARY.

Sl. No.	Name of the official(Mr/Mrs/Ms)	Date of Birth	Category (UR/SC/ST/PH)	Snty. No.	Present Deptt.	Status	Documents required
1	Kamlesh Kumari	10.10.60	SC	110	GAD	VRS w.e.f January 2019	IC/VC/NPC/CC/APARs Disclosure 2015-16,1.2.18 to 31.3.18,18-19 &19-20 Req.
2	Kanchan Sondhi	08.01.56	UR	112	GTBH	Retired	IC/VC/NPC/CC Req.
3	Neeta Mittal	25.09.57	UR	113	DHS	Retired	IC/VC/NPC/CC Req.
4	Girish Dhir	24.07.56	UR	114	H.EDN	Retired	IC/VC/NPC/CC/APARs Req.
5	Ashwani Kumar	31.01.58	UR	115	LGS	Retired	IC/VC/NPC/CC Req.
6	Saroj Kumari	13.11.57	UR	116	T&T	Retired	NPC/CC Req.
7	Karan Singh	04.01.54	UR	117	DCO	Retired	IC/VC/NPC/CC/APARs Req.
8	Supriya Nag	19.07.56	UR	118	DDUH	Retired	IC/VC/NPC/CC/APARs Req.
9	C.B. Narayana Swami	25.05.54	UR	119	GAD	Retired	IC/VC/NPC/CC Req.
10	Daljeet Kaur	14.08.53	UR	120	COOP	Retired	IC/VC/NPC/CC/APARs Req.
11	Renu Sharma	10.07.59	UR	121	GAD	Retired	IC/VC/NPC/CC Req.
12	Poonam Tuteja	24.09.55	UR	122	BMH	Retired	IC/VC/NPC/CC Req.
13	D.C. Sabharwal	01.09.56	UR	123	MAMC	Retired	IC/VC/NPC/CC/APARs Req.
14	Reeta Chadha	24.03.57	UR	124	DFS	Retired	IC/VC/NPC/CC Req.
15	Laila Basheer	20.01.53	UR	125	GBPH	Retired	IC/VC/NPC/CC/APARs Req.
16	K. Prema	25.12.57	UR	126	TTE	Retired	(disclosures not signed)
17	Vinita Khosla/Srivastava	05.11.57	UR	127	T&T	Retired	NPC/CC/APARs Req.
18	Saroj Bala Sharma/Menon	13.04.59	UR	128	GAD	Retired	IC/VC/NPC/CC Req.
19	Neelima Sharma	28.02.58	UR	129	H&FW	Retired	IC/VC/NPC/CC Req.
20	S.K. Naik	23.05.55	UR	130	TPT	Retired	IC/VC/NPC/CC Req.
21	Rajni Bala Gilani/Baroota	31.07.60	UR	131	GAD	Retired	APARs 1.3.18 to 31.3.18 & 4/18 to 7/18 Req.
22	Savita Sahi/Dhawan	21.01.60	UR	132	GAD	Retired	IC/VC/NPC/CC & APAR 201-18 &18-19 Req.
23	Dharamvir	14.06.54	UR	133	GAD	Retired	IC/VC/NPC/CC Req.
24	Anoop Sardana	21.3.57	UR	134	UD	Retired	IC/VC/NPC/CC/APARs Req.
25	Baljeet Kaur Khurana	20.01.56	UR	135	GAD	Retired	IC/VC/NPC/CC/APARs Req.
26	Balwant Kaur	18.06.55	UR	136	MAMC	Retired	IC/VC/NPC/CC/APARs Req.
27	Rajinder Kaur	02.03.59	UR	137	GAD (Div in EDN)	Retired	IC/VC/NPC/CC Req.
28	Lalit Bhatnagar	04.12.57	UR	138	DSSSB	Retired	IC/VC/NPC/CC Req.
29	Sunita Sabharwal	09.09.58	UR	139	GAD	Retired	IC/VC/NPC/CC Req.
30	Asha Rani Aggarwal	30.12.56	UR	140	EMP	Retired	IC/VC/NPC/CC/APARs Req.
31	Jacob John	25.11.55	UR	141	LNH	Retired	IC/VC/NPC/CC Req.
32	Harish Chander	21.10.62	UR	142	GAD	Adhoc PPS	APARs 2018-19 & 19-20 Req.
33	Nirmala Kumari Grover	02.02.61	UR	143	CJAIL.	Adhoc PPS	CC Req.
34	S.C.Bhatia	15.11.56	UR	144	GBPH	Retired	IC/VC/NPC/CC/APARs Req.
35	Sanjay Singhal	27.09.60	UR	145	EDN (Div in LGS)	Retired	IC/VC/NPC/CC/APARs Req.
36	Chander Bhan Virmani	01.01.57	UR	146	A&UTCH	Retired	IC/VC/NPC/CC Req.
37	Bhagwanti	14.09.61	UR	146-A	F&WL	Adhoc PPS	IC/VC/NPC/CC/APARs 2018-19 to 2019-20 Req.
38	Jagjeet Kaur	14.09.58	UR	148	GBPH	Retired	IC/VC/NPC/CC Req.
39	S.P. Singh	15.01.60	UR	149	DCO	Retired	IC/VC/NPC/CC/ Req.
40	Sushma Rani Arora	01.03.60	UR	150	DCO	Retired	IC/VC/NPC/CC/APARs 13.7.16 to 4.9.16 & 9.12.16 to 31.3.17 & 2018-19 Req.

41	Meena Sharma	24.06.60	UR	151	F&S	Retired	IC/VC/NPC/CC/ APAR 5.8.17 to 31.10.17 Req.
42	Sumitra Jain	19.11.62	UR	155	EXCISE	Adhoc PPS	CC Req.
43	Pankaj Tiwari	02.04.57	UR	156	COA	Retired	IC/VC/NPC/CC/APARs 12-13,1/14 to 3/14,11/14 to 12/14, 4/15 to 5/15 Req.
44	Veena Rani Dua/Chakravarty	20.03.60	UR	157	LNH	Retired	IC/VC/NPC/CC/ Req.
45	Manju Gandhi/Dutt	21.03.60	UR	158	F&S	Retired	NPC/CC/APARs Req.
46	Bhagwanti Taneja	02.03.61	UR	159	DHEDN	Adhoc PPS	CC/APARs 2018-19 Req.
47	Bhor Singh Gola	11.07.58	UR	160	GAD	Retired	IC/VC/NPC/CC/ Req.
48	Karuna Sharma	25.11.61	UR	161	LGS	Adhoc PPS	NPC/CC/ Req.
49	Amrit Devi Malik	17.03.60	UR	162	DHS	Retired	IC/VC/NPC/CC/ Req.
50	Hemant Kumar V.V	08.08.60	UR	163	LOKAYUKT A	Retired	IC/VC/NPC/CC/req.
51	Sunita Khanna	27.10.60	UR	164	UD	Retired	IC/VC/NPC/CC/req.
52	Ashok Mehta	05.12.60	UR	165	JPCH	Adhoc PPS	IC/VC/NPC/CC/APARs Req.
53	Gopal Krishna Aggarwal	01.01.61	UR	166	LGS	Adhoc PPS	NPC/CC/APARs Req.
54	Meera Pant	27.01.63	UR	167	MAMC	VRS	IC/VC/NPC/CC/APARs Req.
55	Inderjeet Kaur Suri	26.06.60	UR	169	DCO	Retired	IC/VC/NPC/CC/ Req.
56	Bharti Sharma	30.09.57	UR	170	PAO	Retired	IC/VC/NPC/CC/APARs Req.
57	Rawinder Singh	14.11.62	UR	170-A	PCA	Adhoc PPS	APARs 4/18 to 1.5.18 Req.
58	Madhu Bhatt	14.08.58	UR	172	MAMC	V.R.S from 31.10.2017	IC/VC/NPC/CC/APARs Req.
59	Harkesh Kumar Kalra	14.02.56	UR	173	DSW	Retired	IC/VC/NPC/CC/APARs Req.
60	Manju Kalra	26.02.56	UR	174	MCJH	Retired	IC/VC/NPC/CC/req.
61	Annamma Verghese	10.11.54	UR	175	LNH	Retired	IC/VC/NPC/CC/APARs Req.
62	Sushma Kumari Chauhan	28.03.62	UR	177	FSD	Adhoc PPS	Proforma Req.
63	Anju Bala Panwar	08.11.62	UR	180	GAD	Adhoc PPS	IC/VC/NPC/CC/APARs 9.8.18 to 3/19 Req.
64	Anita Rani	01.01.63	UR	181	TPT	Adhoc PPS	CC/APARs Req.
65	S.K. Raj	04.01.63	UR	182	EDN (Div. In LGS)	Adhoc PPS	NPC/CC/APARs Req.
66	Rakesh Kumar Savita	10.04.63	UR	183	TPT	Adhoc PPS	CC/APARs,1.4.18 to 31.7.18 Req.
67	Kalawati Bhutani	08.06.63	UR	185	CEO	Adhoc PPS	APARs 1.11.18 to 11.11.18 Req.
68	Daya Shankar	06.08.56	UR	186	DIPSAR	Retired	IC/VC/NPC/CC/APARs Req.
69	Bhagwan Chandwani	24.08.58	UR	187	T&T	Retired	IC/VC/NPC/CC/APARs Req.
70	Saroj Chugh	03.04.59	UR	192	CEO	Retired	IC/VC/NPC/CC/APARs Req.
71	Chander Kanta Nagpal	15.06.60	UR	193	I&FC	Retired	IC/VC/NPC/CC/ Req.
72	Madhu Aggarwal/Gupta	13.11.61	UR	194	GAD (Div. In BMH)	Adhoc PPS	APAR 18-19 Req.
73	Har Dayal	30.06.60	UR	196	GAD	Retired	IC/VC/NPC/CC/APARs 20.3.18 to 31.3.18&4/18 to 10.6.18 & 11.12.18 to 31.3.18 Req.
74	Vinod Kumar	04.05.63	UR	199	DSSSB	Adhoc PPS	APARs 4/16 to 10.4.16 & 12.7.16 to 29.11.16 Req.
75	Darshna Kumari (Girdhar)	03.05.60	UR	200	RTRH	Retired	IC/VC/NPC/CC/ Req.
76	Sunder Singh	07.10.64	UR	201	TPT		APARs Req.
77	Anupam Saxena	01.07.60	UR	202	IND	Retired	CC/APARs Req.
78	Raju Sharma	25.06.61	UR	203	UD		APARs 11.12.18 to 3/19, 4/19 to 20.10.19Req.
79	Neelam Kumari Juneja	18.08.66	UR	206	AYUSH		CC/ Req.
80	Renuka	03.04.61	UR	207	GBPH		NPC/CC/APAR 4/16 to 27.9.16 Req.
81	Shashi Bala Sharma	24.04.63	UR	208	DCSK		CC/ Req.
82	Meeta Choudhary	14.03.64	UR	209	IND		CC/APAR 7/19 to 3/20 Req.

83	Rishi Raj Malik	28.03.68	UR	213	GAD		IC/VC/NPC/CC/APARs 2015-16,16-17,8/17 to 3/18,18-19 &19-20 Req.
84	Satwanti Ansal	04.12.62	UR	215	DHS		NPC/CC/APARs Req.
85	Suresh	07.09.64	UR	218	DSCST		VC/APARs 10.8.14 to 11.8.14 &2019-20 Req.
86	Santosh Kumari	04.12.66	UR	219	BRSH		IC/VC/NPC/CC/ Req.
87	Vinod Chandra Gupta	14.06.68	UR (VH)	221	MBH		IC/VC/NPC/CC/ Req.
88	Kanta Kishore	29.03.61	SC	222	GAD (Div. In LNH)	Adhoc PPS	APAR 1.8.15 to 31.3.16 Req.
89	Shashi Kanojia	24.04.68	SC	223	GAD	Adhoc PPS	Appl. Req.
90	Jaiwanti	30.03.61	SC	224	GAD (PNH)	Adhoc PPS	APARs 7.1.16 to 31.3.16 & 4/16 to 5/16 Req.
91	Rampal	01.05.66	SC	225	MAMC (Div. In H&FW)		APARs 2014-15 to 15-16 Req.
92	Rekha Suman	03.10.67	SC	228	EDN (Div. In DMC)	Adhoc PPS	CC/APARs Req.
93	Sunita Alloria	21.05.64	SC	230	POWER (LNH)	Adhoc PPS	IC/VC/NPC/CC/APARs 2016-17,18-19 &19-20 Req.
94	Chander Prabha	20.01.68	SC	231	GAD	Adhoc PPS	Appl. Req.
95	Ram Lakhan Saroj	01.01.66	SC	232	PGC	Adhoc PPS	APAR 1.11.18 to 31.1.19 Req.
96	Ravinder Kumar Rathi	08.08.66	SC	233	DCO		NPC/CC/APARs 4/19 to 9.6.19 Req.
97	Ved Pal	04.12.68	SC	234	UD		APARs 4/19 to 29.5.19 Req.
98	Anand Gautam	13.02.69	SC	236	DES (Div. In Min.)		CC/APARs 2014-15 Req.
99	Pradeep Mohan	06.04.65	SC	238	T&T		APARs 4/16 to 17.5.16 Req.
100	Birendra Singh Gosain	18.12.61	UR	241	GBPH		NPC/CC/APAR 2019-20 Req.