

**REMINDER-II**

**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/ PROM./S.III/2021 | 1348-1350

Dated: 28/07/23

To

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

**Sub: - Preparation of panel of Personal Assistant under PwBD (persons with Benchmark Disability) category for consideration of their promotion to the post of Private Secretary on regular basis - regarding.**

Sir/Madam,

This is with reference to this department's letter of even number dated 27.01.2023, 27.02.2023 and subsequent reminder dated 16.06.2023 on the subject cited above. In this context, it is informed that the requisite documents in respect of following officials 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).

S.N.	Snty. No	Name of the official	Cat.	Deptt	Required documents
1	634-A	Sneh Lata Jain (DOB: 11.08.68)	UR/PH	EDN	Annexure 'B', Integrity Certificate, Vigilance Clearance Report, No Penalty Certificate, Details of courts case if any, APARs for the period 2013-14 to 2017-18.
2	636	Pratibha Srivastava (DOB:18.05.69)	UR/PH	LAB	Annexure 'B', Integrity Certificate, Vigilance Clearance Report, No Penalty Certificate, Details of courts case if any, 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.





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 latest by 11.08.2023.

Yours faithfully,



(BHAIRAB DUTT)

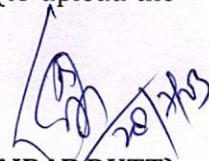
DEPUTY SECRETARY-III (SERVICES)

F.3/ (3) /1/ PROM./S.III/2021 | 1348-1350

Dated: 28/07/2023

Copy to:

1. The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs/Grading of the officials mentioned in this department's letter of even number dated 27.01.2023 & 27.02.2023 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)