

**MOST IMMEDIATE**

**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/2021/156-159

Dated: 27/01/2023

To

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

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

Sir/Madam,

I am directed to inform you that this Department is initiating process to fill up the vacant posts of Private Secretary from following eligible Personal Assistants officials under PwBD category in the Pay level-8: Rs.47600-151100/-.

S.NO.	NAME	PRESENT DEPTT	DOB	SNTY. NO.	CATEGORY
1	Rema Sundararajan	Education	31.05.67	787	UR/VH
2	Gurpreet Kaur Walia	Education	22.08.75	788	UR/VH

In this connection, following information/documents, in respect of above eligible Personal Assistants officials are required to place before the DPC:-

- (a) Annexure B (duly filled)
- (b) Integrity Certificate.
- (c) Vigilance Clearance Report.
- (d) No penalty certificate.
- (e) Details of court cases, if any.
- (f) APARs for the preceding five years i.e. (2016-17 to 2020-21).
- (g) At least two weeks training certificate conducted by UTCS.

It is, therefore, requested to kindly furnish the above mentioned documents and requisite information, strictly on the prescribed format (Annexure B) enclosed with the letter, to facilitate assessment of the official's suitability for promotion to the post of Private Secretary.

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 may be provided to this department. Service particulars of such 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 Personal Assistant 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/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 15 days of issue of this letter.

Yours faithfully,



**(BHAIRAB DUTT)**

**DEPUTY SECRETARY (SERVICES)**

Encl: Annexure B.

F.3/ (3) /1/ PROM./S.III/2021 | 156-159

Dated: 27/01/2023

Copy forwarded to:-

- 1) The Assistant Director, UTCS, GNCT of Delhi with the request to conduct the training programme earliest of the above mentioned officials as per schedule.
- 2) The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs of the above mentioned officials for further necessary action).
- 3) The Section Officer (Co-ord.), Service (IV) Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).



**(BHAIRAB DUTT)**

**DEPUTY SECRETARY (SERVICES)**

PROFORMA

1. Name of the official :
2. Date of Birth :
3. Seniority Number in PS :
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 SEAL