

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

7TH LEVEL, DELHI SECRETARIAT, NEW DELHI 110002.

F.No.3 (3) (1)/STENO PROM./S.III/2022/ 218-220
To

Dated: 09/02/2022

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

Sub: Promotion of Stenographers Grade III to the post of Personal Assistant on regular basis-reg.

I am to say that this department is in the process of preparing a panel of eligible Stenographers (Stenographer Grade III) for consideration of their promotion to the post of Personal Assistant on regular basis, in the pay scale of Rs.9300-34800 plus Grade Pay of Rs.4600/- (pre-revised).

It is, therefore, requested that APARs for the preceding five years (i.e., from 2016-17 to 2020-21), as well as, Integrity Certificate, Vigilance Report and no penalty certificate in respect of all following eligible Stenographers (Stenographer Grade III), may kindly be furnished to this department at the earliest. In case the requisite APARs have not been written, a non-reporting certificate may be sent for the relevant period.

S.N.	Snty. No.	Name of the official (Sh/Smt/Km)	DOB	Present Department
1.	2208	MANJU	30.11.85	UTCS
2.	2209	HEMANT KUMAR	06.07.89	EMP
3.	2210	AMIT KUMAR	10.02.90	LAS
4.	2211	SATYAM CHAUHAN	22.03.86	DCO
5.	2212	MANOJ KUMAR	07.01.86	CEO
6.	2213	NUTAN KUMARI	04.02.89	DCO
7.	2214	JYOTSNA RAJPAL	30.09.84	H&FW
8.	2215	HARPREET KAUR	07.01.84	H&FW
9.	2216	DEEPANKAR BAKSHI	26.02.83	RCS
10.	2217	SWATI RAWAT	08.08.91	DOV
11.	2218	PUNEET KUMAR	30.09.89	RCS
12.	2219	ARCHANA	11.05.85	F&S
13.	2220	VINOD KUMAR VARUN	24.11.87	F&S
14.	2221	HARPREET SINGH	25.06.88	IGH
15.	2222	JOENDER	05.01.93	UD
16.	2223	ASHISH ARORA	20-08-89	DSCST
17.	2224	SUMIT MANN	05.07.93	GTBH
18.	2225	MAMTA	15.03.91	FSD



19.	2226	SARITA MATHPAL	12.04.92	GTBH
20.	2227	VISHAL KUMAR	30.05.94	PROSEC
21.	2228	RIMJHIM GARG	17.07.92	DEV
22.	2229	PRASHANT KUMAR	07.01.94	DEV
23.	2230	NEERAJ KUMAR	16.12.90	DSSSB
24.	2231	SHIKHA BHARDWAJ	20.10.90	CBPEC
25.	2232	RAJESH NAUTIYAL	15.06.91	DSW
26.	2233	JUBY RAHEJA	13.11.90	DSW
27.	2234	NAVEEN KUMAR	25.04.91	DSW
28.	2235	RAVI KUMAR	07.02.94	UTCS
29.	2236	RAVI	25.04.94	DSW
30.	2237	ROHIT KUMAR	17.04.87	EDN
31.	2238	RAHUL	03.02.86	GAD
32.	2239	DEEPA PASSI	16.07.87	F&S
33.	2240	VIPIN KUMAR	27.08.87	GAD
34.	2241	ARUN KHAN	06.03.92	GAD
35.	2242	ISHA	05.02.90	EDN
36.	2243	AMIT BANGRE	10.06.92	BH
37.	2244	REENA KUMARI	05.02.83	CEO
38.	2245	KAMAL RAWAT	08.03.92	GAD
39.	2246	JYOTI	18.07.91	CEO
40.	2247	ROHIT KUMAR	17.06.92	GNEC
41.	2248	DHARMENDRA SISODIYA	12.04.93	EDN
42.	2249	MUKESH KUMAR	15.05.93	EDN
43.	2250	SHIVANGI	26.10.87	EDN
44.	2251	JITENDER SINGH	25.06.85	EDN
45.	2252	ANJANA SAGAR	24.12.89	EDN
46.	2253	POOJA	05.12.93	EDN
47.	2254	LALIT	05.06.94	EDN
48.	2255	NIKITA	01.07.93	GAD
49.	2256	ARUN KUMAR	28.12.87	GAD
50.	2257	KISHAN KUMAR SHARMA	26.04.85	MAMC
51.	2258	ABHISHEK MANN	06.02.95	DSSSB
52.	2259	ANITA MEENA	28.02.92	EDN

Further, the requisite information in respect of all the officials may be made available strictly on the proforma enclosed as Annexure-'B' to facilitate assessment of their suitability for the post of Personal Assistant.

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 the 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 Stenographers Grade III 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 by the concerned department, the onus shall rest with the Administrative Department only.

This may please be given PRIORITY and necessary documents may be furnished to this department latest by **17.03.2022**.

Yours faithfully,



(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

Encls: Annexure B.

F.No.3 (3) (1)/STENO PROM./S.III/2022 / 218-220

Dated: 09/02/2022

Copy forwarded to:-

- (1) The Section Officer (S-IV)/APAR Cell, for providing APARs, in respect of the officials as per the circular.
- (2) The Section Officer, Services (Co-ord.) Branch, for uploading the circular to the department's website at the earliest.



(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

PROFORMA

1. Name of the official :
2. Date of Birth :
3. Seniority Number in Steno Gr.III :
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 :