

REMINDER-

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT- (III)  
B WING, 7<sup>TH</sup> LEVEL, DELHI SECRETARIAT, NEW DELHI 110002  
(<http://services.delhigovt.nic.in>)

No.F.3 (3) (1)/S.III/2018/2846-2851

Date: 01/10/2018

To

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

**Sub: Promotion of left out Stenographers (Grade III Stenographers) to the post of Personal Assistant (Grade II Stenographers)-reg.**

Sir/Madam,

I am directed to invite your kind attention to this department letter of even number dated 01/08/2018 and subsequent reminder dated 31/08/2018 on the subject mentioned above, In this regard, it is informed that current vigilance clearance status and no penalty certificate in respect following Grade III Stenographers as per Annexure "A" posted in your department, are yet to be received from your department.

It is, therefore, requested that current status of above mentioned cases or any other matter relevant to considering his promotion to the post of Grade II Stenographer, may kindly be intimated to this department along with vigilance report and no penalty statement. The requisite information may be made available strictly on the proforma (Annexure-'B') to facilitate assessment of his/her suitability for promotion.

It may please be noted that only those Grade III Stenographers 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 department only.

It is, therefore, once again requested to kindly furnish the requisite information/ documents in respect of the official latest by 05<sup>th</sup> October, 2018 positively.

Yours faithfully,

  
(HEMANT YADAV)  
SECTION OFFICER(S-III)

Date: 01/10/2018

Encls: Annexure A&B

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Copy forwarded to:-

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

  
(HEMANT YADAV)  
SECTION OFFICER(S-III)

**ANNEXURE-A**

S.N	Snty. No	Name of the official	Cat.	DOB	DOA	Deptt	Remarks
1	1673	UMESH SINGH NIMESH	SC	18-May-69	08-Jul-94	MAMC	---do---
2	2044	KUMAR PRAVEEN SINGH	UR	13-Nov-76	19-Sep-03	UD	---do---
3	2091	RAJ KUMAR	UR	07-Mar-80	20-Apr-05	MBH	---do---
4	2103	CHANDER KANTA	UR	12-Sep-70	03-Feb-06	RCS	---do---

PROFORMA

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