

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT, NEW DELHI 110002.**

No.F.3 (3)/3/2016/S-III/2973

Dated: 10.10.2018

To

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

Sub:- Preparation of Panel of Private Secretary (Senior Personal Assistants) for promotion to the post of Principal Private Secretary (P.P.S.) - reg..

Sir/Madam,

This is with reference to this department's letter of even number dated 24.09.2018 on the subject cited above. In this context, it is informed that the requisite documents, as shown against the name of each official mentioned in Annexure A, are yet to be received from your department. To facilitate assessment of suitability of the official for promotion to the post of Principal Private Secretary, following documents are urgently required.

- (a) Integrity Certificate
- (b) Vigilance Clearance Report
- (c) No penalty certificate
- (d) Details of court cases, if any;
- (e) APARs for the period 2010-11 to 2017-18.

It is, therefore, once again requested to kindly furnish the above mentioned documents and requisite information, strictly on the prescribed format (Annexure B) enclosed with the letter.

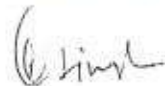
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a non-reporting certificate for the relevant period with valid reasons, may be sent for each such case.

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 along with other requisite documents may be provided to facilitate future correspondence as and when required.

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 within 07 days of issue of this letter.

Yours faithfully,



(RANJEET SINGH)
ADDL. SECRETARY (SERVICES)

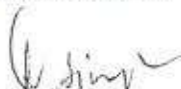
Encls: Annexure A & B.

No.F.3 (3)/3/2016/S-III/2973

Date: 10.10.2018

Copy to:

1. The Asstt. Director (Vig.), Dte. Of Vigilance, GNCT Delhi, with the request to furnish the latest Vigilance Report in respect of all the officers as mentioned in the attached list (Annexure 'A').
2. The Section Officer (S-IV), ACR Cell, for forwarding requisite ACRs/APARs in respect of all the officers as mentioned in the attached list (Annexure 'A').
- ✓ 3. The Section Officer (Co-ord.), Service (IV) Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).



(RANJEET SINGH)
ADDL. SECRETARY (SERVICES)

PROFORMA

ANNEXURE-B

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

**DEFICIENCY LIST OF ELIGIBLE PRIVATE SECRETARY (SR.PA.) COMING IN THE ZONE OF CONSIDERATION
FOR REGULAR PROMOTION TO THE POST OF PRINCIPAL PRIVATE SECRETARY.**

Sl. No.	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Snty. No. in PS	Date of Apptt. as PS	Deptt.	Deficiency
1	Kamlesh Kumari	10.10.60	SC	110	31.01.07	GAD	IC/VC/APAR 2010-11, 04/11- 05/11, 2015-16 Required
2	Sharda Mehta	26.07.63	UR (PH)	111	31.01.07	GAD (Div in LAB)	IC/VC/APAR 2013-14, 2014-15 Required
3	Neeta Mittal	25.09.57	UR	113	20.12.07	DHS	IC/VC Required
4	Ashwani Kumar	31.01.58	UR	115	20.12.07	LGS	IC/VC Required
5	Saroj Kumari	13.11.57	UR	116	20.12.07	T&T	IC/VC/APAR 2010-11 Required
6	Renu Sharma	10.07.59	UR	121	29.08.08	GAD	IC/VC Required
7	Reeta Chadha	24.03.57	UR	124	29.08.08	DFS	IC/VC Required
8	K. Prema	25.12.57	UR	126	29.08.08	TTE	IC/VC Required
9	Saroj Bala Sharma/Menon	13.04.59	UR	128	29.08.08	GAD	IC/VC Required
10	Neelima Sharma	28.02.58	UR	129	29.08.08	H&FW	IC/VC Required
11	Rajni Bala Gilani/ Baroota	31.07.60	UR	131	29.08.08	GAD (Div in TTE)	IC/VC Required
12	Savita Sahi/ Dhawan	21.01.60	UR	132	29.08.08	GAD	IC/VC Required
13	Rajinder Kaur	02.03.59	UR	137	29.08.08	GAD (Div in EDN)	IC/VC Required
14	Lalit Bhatnagar	04.12.57	UR	138	29.08.08	DSSSB	IC/VC/APAR Required
15	Sunita Sabharwal	09.09.58	UR	139	29.08.08	GAD	IC/VC/APAR 2016-17 Required
16	Harish Chander	21.10.62	UR	142	29.08.08	GAD	IC/VC/NRC 01.04.12 TO 21.06.12 Required
	Nirmala Kumari Grover	02.02.61	UR	143	29.08.08	ENV.	APAR 10/11 TO 03/12, 15.02.13 TO 03/13, 04/13 TO 09/13
17	Sanjay Singhal	27.09.60	UR	145	29.08.08	EDN (Div in LGS)	IC/VC/APAR 01.03.11 TO 31.03.11 & 2011-12 TO 2015-16 Required
18	Bhagwanti	14.09.61	UR	146-A	29.08.08	DCO	IC/VC/APAR Required
19	Sushma Duggal	09.10.63	UR	147	29.08.08	T&T	IC/VC Required
20	Jagjeet Kaur	14.09.58	UR	148	29.08.08	GBPH	IC/VC/APAR 2014-15 TO 2016-17 Required
21	S.P. Singh	15.01.60	UR	149	29.08.08	DCO	IC/VC/APAR 31.01.14 TO 31.03.14 Required
22	Sushma Rani Arora	01.03.60	UR	150	29.08.08	DCO	IC/VC/APAR 2014-15, 2015-16, 13.07.16 TO 04.09.16, 09.12.16 TO 31.03.17 Required

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Sl. No.	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Snty. No. In PS	Date of Apptt. as PS	Deptt.	Deficiency
23	Meena Sharma	24.06.60	UR	151	29.08.08	F&S	IC/VC/APAR 07.06.11 TO 31.03.12 Required
24	Veena Rani Kalra	23.07.61	UR	153	29.08.08	GBPH	IC/VC/APAR Required
25	Madhu Bala Sobti	12.05.62	UR	154	29.08.08	SSH JANAKPURI	IC/VC/APAR 2016-17 Required
26	Sumitra Jain	19.11.62	UR	155	29.08.08	MAMC	IC/VC/APAR 2014-15 TO 2016-17 Required
27	Pankaj Tiwari	02.04.57	UR	156	29.08.08	COA	IC/VC/APAR 12.11.11 TO 31.03.12, 04/12 TO 20.09.12, 01/14 TO 03/14, 09/16 TO 03/17, Required
28	Veena Rani Dua/Chakravarty	20.03.60	UR	157	29.08.08	LNH	IC/VC Required
29	Manju Gandhi/Dutt	21.03.60	UR	158	29.08.08	DCW	IC Required
30	Bhagwanti Taneja	02.03.61	UR	159	29.08.08	DCO	IC/VC/APAR 2015-16 & 2016-17 Required
31	Bhor Singh Gola	11.07.58	UR	160	29.08.08	GAD	IC/VC Required
32	Karuna Sharma	25.11.61	UR	161	29.08.08	LGS	IC/VC/APAR 04/12 TO 05/12, 19.10.12 TO 03/13, 01/14 TO 03/14 Required
33	Amrit Devi Malik	17.03.60	UR	162	29.08.08	DHS	IC/VC/APAR 2016-17 Required
34	Hemant Kumar V.V	08.08.60	UR	163	29.08.08	LOKAYUKTA	IC/VC/APAR 4.11.13 TO 03/14, 2015-16, 2016- 17 Required
35	Sunita Khanna	27.10.60	UR	164	29.08.08	TPT	IC/VC/APAR 08/16 TO 03/17 Required
36	Ashok Mehta	05.12.60	UR	165	29.08.08	JPCH	IC/VC/APAR 2013-14 TO 2016-17 Required
37	Gopal Krishna Aggarwal	01.01.61	UR	166	29.08.08	LGS	IC/VC Required
38	Sunita Bajaj/Arya	01.02.64	UR	168	29.08.08	F&S	IC/VC/APAR 11.02.14 TO 31.03.14, 2014-15 TO 2016-17 Required
39	Inderjeet Kaur Suri	26.06.60	UR	169	29.08.08	DCO	IC/VC/APAR 13.07.16 TO 31.03.17 Required
40	Bharti Sharma	30.09.57	UR	170	29.08.08	PAO	IC/VC/APAR 01.10.13 TO 31.10.13, 01.04.15 TO 30.04.15, 01/16 TO 03/16 Required
41	Deepika Sain	23.11.60	UR	171	29.08.08	ABH	APAR 01.05.12 TO 09.09.12, 01.04.15 TO 30.04.15 REQUIRED