

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

No.F.3 (3)/2/S.III/2019/2672-2674

Date: 24/10/2019

To

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

Sub:- Promotion of Personal Assistant (Grade-II Stenographers) to the post of Private Secretary (Sr.PA)- reg..

Sir/Madam,

I am directed to inform that this department is in the process of preparing a panel of eligible Personal Assistant (Grade II Stenographers) for their promotion to the post of Private Secretary (Sr.PA) in the Pay Matrix Level-8 Rs. 47,600-1,51,100/- (pre-revised Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4800/-).

In this connection, following information/documents, in respect of all eligible officials as per Annexure A, are required for assessment of their suitability for promotion to the post of Private Secretary:-

- (a) Integrity Certificate
- (b) Vigilance Clearance Report
- (c) No Penalty Certificate
- (d) Details of courts case if any:
- (e) APARs for the period 2013-14 to 2017-18.

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.

Further, 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 (Stenographer, Grade-II) 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.

It is therefore, requested that the above mentioned documents, as well as, the dully filled in format (Annexure B) in respect of all eligible officials mentioned in Annexure A, may please be furnished to this department within a **15 days** of issue of this letter.

This may please be given **TOP PRIORITY**.

Yours faithfully,



(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

Encls: Annexure A & B

No.F.3 (3)/2/S.III/2019/2672-2674

Date: 24/10/2019

Copy to:

1. The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs/Grading of the above mentioned officials 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)

PROFORMA

1. Name of the official :
2. Date of Birth :
3. Seniority Number in P.A. :
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 official Seal)

LIST OF ELIGIBLE PERSONAL ASSISTANT (GR.II/STENO) COMING IN THE ZONE OF CONSIDERATION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY.

Sl. No.	Snty. No. in PA	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Date of Apptt. as PA	Deptt.
1	423	KIRAN BALA	08.01.68	UR	29.08.08	SGMH CJAIL
2	424	ASHA CHUGH/SAKHUJA	07.03.70	UR	29.08.08	LAB
3	425	BHARAT RATAN JOSHI	20.12.65	UR	29.08.08	PAO (Div in PWD)
4	426	SEEMA SHARMA	01.08.67	UR	29.08.08	PLG
5	427	RAMESH KUMAR	22.09.66	UR	29.08.08	PLG (Div in OBC)
6	428	HARMINDER KUMAR NAGPAL	19.12.67	UR	29.08.08	DSW
7	429	RENU TAHILIANI/PUNJMANI	01.07.69	UR	29.08.08	EDN
8	430	ARCHANA LAKHANI	01.07.67	UR	29.08.08	MAMC (Div in MAIDS)
9	431	GEETA AGGARWAL/ RANJAN	01.10.66	UR	29.08.08	DEV (Div in FC)
10	432	RENU GUPTA/AGGARWAL	29.01.67	UR	29.08.08	DCO
11	433	SUNIL KUMAR SINGHAL	25.04.67	UR	29.08.08	EDN (Div in MOH&FW)
12	434	DHARMENDER KUMAR TIWARI	06.08.68	UR	29.08.08	PGC
13	435	SUDHA RANJAN/ VIJAYANANDAN	16.12.65	UR	29.08.08	PROS
14	436	AJAY PAL SINGH RAWAT	18.11.64	UR	29.08.08	GAD (MIN. TPT)
15	437	KUSUM LATA CHHABRA	17.01.68	UR	29.08.08	IND
16	438	ACHLA SHARMA	13.08.65	UR	29.08.08	H&FW
17	439	TARUN GHOSH	30.12.63	UR	29.08.08	ACL
18	440	SUMAN SHARMA/CHANNAN	19.07.70	UR	29.08.08	DFS
19	441	SEEMA RANI	26.01.70	UR	29.08.08	IND
20	442	DEV RAJ DAGAR	01.04.69	UR	29.08.08	GBPH
21	443	PERDEEP KUMAR	20.11.68	UR	29.08.08	LAS
22	444	BHOORAJ SINGH	01.07.68	UR	29.08.08	EXPIRED ON 23.09.2012
23	445	M.M. KOTNALA	20.01.60	UR	29.08.08	T&T(DY. CM)
24	446	DEEN DAYAL SINGH	28.08.58	UR	29.08.08	RETIRED ON 31.08.2008
25	447	PARAMJEET KAUR	03.08.67	UR	29.08.08	T&T/LAS
26	448	C. SUBHA LAXMI	10-05.69	UR	29.08.08	EDN
27	449	GOVIND BALABH	07.10.68	UR	29.08.08	GAD(CMO)
28	450	SUNITA SAREEN	20.04.67	UR	29.08.08	BSAH
29	451	HARI OM MARWAH	08.12.68	UR	29.08.08	F&S
30	452	NARINDER KAUR	06.12.66	UR	29.08.08	EDN/PCA
31	453	SASI A.E.	29.05.66	UR	29.08.08	L&B/CMO

32	454	INDU KATYAL	26.08.68	UR	29.08.08	LAS
33	455	TAHAL RAM KHATRI	16.01.71	UR	29.08.08	GAD/CMO
34	456	ANITA KUMARI/MAITHANI	21.02.67	UR	29.08.08	GAD/CMO
35	457	POONAM AGGARWAL/GUPTA	23.06.68	UR	29.08.08	LAS
36	458	POONAM MADAN	02.04.69	UR	29.08.08	DSW
37	459	HEMLATA CHAWLA/ARORA	30.04.71	UR	29.08.08	AIT
38	460	SATWINDER KAUR	08.03.65	UR	29.08.08	T&T
39	461	NITI BIJANI	20.06.65	UR	29.08.08	TTE
40	462	BHARAT BHUSHAN BATRA	09.02.70	UR	29.08.08	ABSORBED IN DSFDC AS ASSTT. MANAGER (G) W.E.F 25/10/2013
41	463	DIWAKAR PANT	06.09.70	UR	29.08.08	PLG/HOME
42	464	DINESH KUMAR	21.06.67	UR	29.08.08	DMC
43	465	MANOJ KUMAR	27.04.69	UR	29.08.08	GAD
44	466	ANITA SHARMA/DOGRA	14.07.68	UR	29.08.08	F&S
45	467	REKHA SETH	09.01.69	UR	29.08.08	T&T
46	468	JASPAL KAUR	12.05.69	UR	29.08.08	T&T
47	469	NIRMALA KUMARI BAJAJ	25.10.68	UR	29.08.08	EDN/PAO
48	470	REKHA SONI/KHURANA	06.04.68	UR	29.08.08	DEV
49	471	BEENU SHARMA	03.05.70	UR	29.08.08	DCO
50	472	ANJU CHADHA/ANAND	06.06.66	UR	29.08.08	DHS
51	473	MEENU	01.08.70	UR	29.08.08	PROS
52	477	BRIJ MOHAN PANT	12.07.68	UR	29.08.08	F&S
53	478	KIRAN BALA	10.02.71	UR	29.08.08	LAS
54	479	SATISH KUMAR SHARMA	17.12.69	UR	29.08.08	EDN/CMO
55	480	SARITA LAMBA/DHAWAN	05.09.69	UR	29.08.08	EDN
56	480-A	INDER PAL SEHGAL	11.08.67	UR/PH	29.08.08	DDUH
57	481	RASHMI BALA SHARMA	10.05.65	UR	29.08.08	T&T
58	482	ALKA GANDHI ARORA	19.03.69	UR	29.08.08	F&S
59	483	RITA KHURANA/ARORA	08.09.66	UR	29.08.08	TTE
60	484	RASHMI SAXENA	21.03.67	UR	29.08.08	COA/CMO
61	485	NEERU GULATI/DUA	01.08.66	UR	29.08.08	TTE
62	486	HITENDER KUMAR SAXENA	01.08.66	UR	29.08.08	TTE
63	487	CHANDAN SINGH NEGI	21.05.70	UR	29.08.08	DSSSB
64	488	MANJU MONGA SHARMA	09.09.69	UR	29.08.08	DSSSB
65	489	MANOJ KUMAR RASTOGI	03.03.67	UR	29.08.08	DCO

Sl. No.	Snty. No. in PA	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Date of Apptt. as PA	Deptt.
66	490	BALWANT SINGH NEGI	16.01.69	UR	29.08.08	GAD/ FIN.COMMISSIONER
67	491	RAM AVTAR	21.03.65	UR	29.08.08	LAB
68	492	MEENU TRIKHA/PRASHAR	12.12.70	UR	29.08.08	Promoted as AAO
69	493	SUMAN SHARMA/PUROHIT	05.07.69	UR	29.08.08	CNBC
70	494	REKHA KATHURIA/ARORA	24.04.66	UR	29.08.08	DDUH
71	497	NAGENDRA KUMAR	24.05.67	UR	29.08.08	GAD(MIN)
72	498	PREM SHILA SINGH	31.03.67	UR	29.08.08	I&FC
73	499	DINESH CHAND PALIWAL	09.09.68	UR	29.08.08	LAS
74	500	GIRISH CHAND SHARMA	15.02.68	UR	29.08.08	IT
75	501	RACHNA DADHWAL	12.05.72	UR	29.08.08	MAMC
76	502	ASHUTOSH MANRAI	27.10.66	UR	29.08.08	F&S
77	503	RAM KARAN	06.09.69	UR	29.08.08	T&T
78	504	ANUPMA KAPOOR/DHAWAN	23.02.70	UR	29.08.08	F&S
79	505	SANGEETA KUMARI/DHINGRA	17.07.71	UR	29.08.08	F&S
80	506	BIRENDER SINGH	04.03.68	UR	29.08.08	GURUDWARA ELECTION
81	507	RUBY WALIA/CHAWLA	21.05.67	UR	29.08.08	DCO
82	508	SHANKAR SINGH ADHIKARI	28.08.68	UR	29.08.08	DCO
83	509	SHOKESHWAR KUMAR	05.07.68	UR	29.08.08	IND (LG SECTT)
84	510	SOHAN SINGH RAWAT	27.07.70	UR	29.08.08	LAB(CMO)
85	511	NEELAM KUMARI WADHWA	16.05.69	UR	29.08.08	TTE
86	511-A	MEENAKSHI SHARMA	27.07.68	UR	29.08.08	UD
87	512	NEERU MATHUR	18.06.70	UR	29.08.08	T&T(MIN)
88	513	LEENA ARORA	23.10.68	UR	29.08.08	LAB
89	514	JAGDISH CHANDER JOSHI	06.02.67	UR	29.08.08	LAB(MIN)
90	515	VEENA	27.03.71	UR	29.08.08	MAMC
91	516	VEDHA SUNDER	20.09.66	UR	29.08.08	AUDIT
92	517	PUSHPENDER JAIN	05.12.67	UR	29.08.08	PROSEC
93	518	DINESH KUMAR	17.02.68	UR	29.08.08	GAD
94	519	SANGEETA KUKREJA	09.11.69	UR	29.08.08	MAMC
95	520	RAJESH BANSAL	30.10.66	UR	29.08.08	PGC
96	521	KAMLESH	07.04.67	UR	29.08.08	DDMSC
97	522	BABITA PANT/KHANTWAL	01.07.70	UR	29.08.08	EMP
98	523	SUSHEEL KUMAR CHUGH	28.04.70	UR	29.08.08	PLG
99	524	NEERAJ VIJ	16.07.70	UR	29.08.08	OBC COMM

Sl. No.	Snty. No. In PA	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Date of Apptt. as PA	Deptt.
100	525	GOPAL BUBNA	01.07.68	UR	29.08.08	CHIT(CS)
101	526	MEENA KOCHHAR	17.08.68	UR	29.08.08	EDN
102	527	RICHA SACHDEVA / ARORA	17.09.68	UR	29.08.08	SVBPH
103	528	TAPAN BARUA	05.09.69	UR	29.08.08	DIP/SGMH
104	529	LAKSHU SAXENA/SAJWAN	22.02.69	UR	29.08.08	DHS
105	530	SHYAM SUNDER	08.02.71	UR	29.08.08	LG SECTT
106	531	ANJANA SHARMA	15.03.73	UR	29.08.08	DOV
107	532	LEEL KUMAR DAGAR	15.06.64	UR	29.08.08	DSW
108	533	VIVEK	18.04.72	UR	29.08.08	GTBH
109	534	ANJANA KUMARI	12.04.71	UR	29.08.08	PROS
110	535	PUSHPA DABAS	27.09.70	UR	29.08.08	F&S
111	536	A.G. CHITRA BALAJI	02.01.69	UR	29.08.08	PROS
112	537	CHARANJEET	18.03.71	UR	29.08.08	T&T
113	538	DEVINDER KUMAR MUJRANI	17.09.70	UR	29.08.08	DFS
114	539	BABITA SHARMA	26.01.71	UR	29.08.08	LAW
115	540	YOGENDERA KUMAR ARYA	19.05.59	UR	29.08.08	RETIRED ON 31.05.2009
116	541	MEENA THAPLIYAL	12.06.68	UR	29.08.08	W&M
117	542	MEENAKSHI RAUTELA/BIST	10.04.72	UR	29.08.08	GBPH
118	543	MEDHA PARANJPE	10.05.67	UR	29.08.08	OBC COMM
119	544	GAJENDER SINGH BISHT	28.05.71	UR	29.08.08	LG SECTT
120	545	VIJAY KUMAR	30.12.69	UR	29.08.08	GAD
121	546	PRAKASH CHAND SAINI	16.08.69	UR	29.08.08	GAD
122	547	RAJEEV KUMAR SAINI	05.01.67	UR	29.08.08	TPT
123	548	ANURADHA	18.07.69	UR	29.08.08	HIGHER EDN.
124	599	JEET SINGH	18.04.64	SC	29.08.08	PLG
125	600	MADHU BALA/PAL	25.05.72	SC	29.08.08	PROSEC
126	601	SOHAN LAL NAIR	28.06.69	SC	29.08.08	CEO
127	602	JAGDISH ARYA	21.06.70	SC	29.08.08	GBPEC
128	603	ASHOK KUMAR	29.01.72	SC	29.08.08	DAM
129	604	SURENDER KUMAR VERMA	07.08.70	SC	29.08.08	L&B
130	605	SANJAY KUMAR	12.03.70	SC	29.08.08	LBSH
131	606	SUNIL KUMAR	21.03.68	SC	29.08.08	DSSSB
132	607	TRILOK CHAND	02.08.70	SC	29.08.08	PROSEC (CDRF)
133	608	SUSHIL KUMAR	28.12.69	SC	29.08.08	LG SECTT
134	609	KIRAN	14.09.67	SC	29.08.08	EDN
135	610	SUSHIL KUMAR	02.04.72	SC	29.08.08	DCO

Sr. No.	Sl. No. In PA	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Date of Apptt. as PA	Deptt.
136	611	BRIJ MOHAN	01.01.72	SC	29.08.08	DCO
137	612	VIJAY KUMAR	08.06.73	SC	29.08.08	AUD (SERVICES)
138	613	VIJAY KUMAR	02.02.71	SC	29.08.08	AAAH
139	614	ANITA RANI	27.12.71	SC	29.08.08	PLG.
140	615	ANJULA BHARTI	10.12.69	SC	29.08.08	DMC
141	616	BHUVNESH KUMARI	16.09.70	SC	29.08.08	DRUGS
142	617	DEEPAK KUMAR	30.01.65	SC	29.08.08	GAD
143	618	RAVI KUMAR	01.01.69	SC	29.08.08	DCO
144	619	ANIL KUMAR	01.06.70	SC	29.08.08	GBPH

