

REMINDER-II

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/2017/ 3072

Dated: 26.10.2018

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,

This is with reference to this department's letter of even number dated 24.09.2018 & subsequent reminder dated 10.10.2018 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 Private Secretary (Sr.PA), 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 preceeding five years as mentioned in remarks column of Annexure)
- (f) Proforma (Annexure -'B')

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.

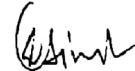
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a non-reporting certificate for the relevant period with valid reasons, may be sent for each such case.

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)

Encl: Annexure A & B.

No.F.3(3)/2/S.III/2017/ 3072
Copy forwarded to:-

Dated: 26.10.2018

- 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.
- 2) The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs of the officials mentioned in Annexure -A 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).



(RANJEET SINGH)
ADDL. SECRETARY (SERVICES)

**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 Required
2	Sharda Mehta	26.07.63	UR (PH)	111	31.01.07	GAD (Div in LAB)	IC/VC Required
3	Neeta Mittal (Retd.)	25.09.57	UR	113	20.12.07	DHS	IC/VC Required
4	Ashwani Kumar (Retd.)	31.01.58	UR	115	20.12.07	LGS	IC/VC Required
5	Renu Sharma	10.07.59	UR	121	29.08.08	GAD	IC/VC/ NRC (7/15-4.10.15) Required
6	K. Prema (Retd.)	25.12.57	UR	126	29.08.08	TTE	IC/VC Required
7	Saroj Bala Sharma/Menon	13.04.59	UR	128	29.08.08	GAD	IC/VC Required
8	Rajni Bala Gilani/ Baroota	31.07.60	UR	131	29.08.08	GAD (Div in TTE)	IC/VC Required
9	Savita Sahi/ Dhawan	21.01.60	UR	132	29.08.08	GAD	IC/VC/APARs 11-12 & 12-13 Required
10	Rajinder Kaur	02.03.59	UR	137	29.08.08	GAD (Div in EDN)	IC/VC Required
11	Lalit Bhatnagar (Retd.)	04.12.57	UR	138	29.08.08	DSSSB	IC/VC Required
12	Sunita Sabharwal (Retd.)	09.09.58	UR	139	29.08.08	GAD	IC/VC Required
13	Harish Chander	21.10.62	UR	142	29.08.08	GAD	IC/VC Required
14	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
15	Jagjeet Kaur (Retd.)	14.09.58	UR	148	29.08.08	GBPH	IC/VC/APAR 2014-15 TO 2015-16 Required
16	S.P. Singh	15.01.60	UR	149	29.08.08	DCO	VC from DOV required
17	Sushma Rani Arora	01.03.60	UR	150	29.08.08	DCO	IC/VC/APAR 2014-15 & 2015-16 Required
18	Meena Sharma	24.06.60	UR	151	29.08.08	F&S	IC/VC/APAR 11-12, 23.8.12-3/13, 13- 14 & 6.11.14-31.12.14 Required
19	Suman Bala Lamba	09.11.60	UR	152	29.08.08	SGMH	APARs Required
20	Madhu Bala Sobti	12.05.62	UR	154	29.08.08	SSH JANAKPURI	IC/VC Required
21	Sumitra Jain	19.11.62	UR	155	29.08.08	MAMC	IC/VC/APAR 2014-15 & 2015-16 Required
22	Manju Gandhi/Dutt	21.03.60	UR	158	29.08.08	DCW	VC Required
23	Bhagwanti Taneja	02.03.61	UR	159	29.08.08	DCO	IC/VC/APAR 2015-16 Required
24	Bhor Singh Gola (Retd.)	11.07.58	UR	160	29.08.08	GAD	IC/VC Required
25	Karuna Sharma	25.11.61	UR	161	29.08.08	LGS	NRC, 01/3/14 TO 31/3/14 Required
26	Amrit Devi Malik	17.03.60	UR	162	29.08.08	DHS	IC/VC Required
27	Ashok Mehta	05.12.60	UR	165	29.08.08	JPCH	IC/VC/APAR 2013-14 to 2015-16 Required
28	Sunita Bajaj/Arya	01.02.64	UR	168	29.08.08	F&S	NRC 11.02.14 TO 31.03.14 Required
29	Inderjeet Kaur Suri	26.06.60	UR	169	29.08.08	DCO	IC/VC Required
30	Deepika Sen	23.11.60	UR	171	29.08.08	ABH	APAR 1.5.12-9.9.12 & 1.4.15-31.5.15 Required

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