

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/2017/1522

Dated: 09/07/2019

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,

This is with reference to this department's letter of even number dated 12.06.2019 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

It is, therefore, once again requested to kindly furnish the above mentioned documents and requisite information.

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,

(BIJU RAJ E.)

DEPUTY SECRETARY (SERVICES)

Encl: Annexure A

No.F.3 (3)/2/S.III/2017/1522

Copy forwarded to:-

Dated: 09/07/2019

- 1) 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).
- 2) The Section Officer (Co-ord.), Service (IV) Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).

(BIJU RAJ E.)

DEPUTY SECRETARY (SERVICES)

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

Sl. No.	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Snty. No. In PA	Date of Apptt. as PA	Deptt.	Working Status
1	Ramesh Kumari/Gambhir	25.09.68	UR	410	29.08.08	DHS	Adhoc PS
2	Suman Lata	02.01.65	UR	412	29.08.08	MAMC	PA
3	Meena Kumari/Arora	29.09.66	UR	413	29.08.08	UD	Adhoc PS
4	Anurag Chandra Sharma	27.09.68	UR	418	29.08.08	TTE	Adhoc PS
5	Deepa Pant/Upreti	12.08.68	UR	419	29.08.08	DSSSB	Adhoc PS
6	Pramod Kapoor	03.01.67	UR	421	29.08.08	GBPH	PA
7	Jagender Singh Rawat	20.04.67	UR	422	29.08.08	T&T (Div in CMO)	PA
8	Asha Chugh/Sakhuja	07.03.70	UR	424	29.08.08	LAB	PA
9	Ramesh Kumar	22.09.66	UR	427	29.08.08	PLG (Div in OBC)	PA
10	Geetha Aggarwal/ Ranjan	01.10.66	UR	431	29.08.08	DEV (Div in FC)	PA