

**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/ 3073

Dated: 26.10.2018

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 & subsequent reminder 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 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.

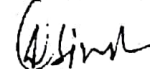
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a **non-reporting certificate for the relevant period with valid reasons**, may be sent for each such case.

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/ 3073

Date: 26.10.2018

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)

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

Sl. No.	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Snty. No. in PA	Deptt.	Deficiency
1	Ramesh Kumari/Gambhir	25.09.68	UR	410	DHS	IC/VC Required
2	Suman Lata	02.01.65	UR	412	MAMC	IC/APARs 15-16 & 16-17 required
3	Pramod Kapoor	03.01.67	UR	421	GBPH	IC/VC Required
4	Jagender Singh Rawat	20.04.67	UR	422	T&T (Div in PAO)	IC/VC Required
5	Kiran Bala	08.01.68	UR	423	SGMH	APARs 16-17 Required
6	Asha Chugh/Sakhuja	07.03.70	UR	424	LAB	IC/VC Required
7	Bharat Ratan Joshi	20.12.65	UR	425	PAO (Div in PWD)	APARs 12-13 & 15-16 required
8	Renu Gupta/Aggarwal	29.01.67	UR	432	DCO	IC/VC Required
9	Sudha Ranjan/ Vijayanandan	16.12.65	UR	435	PROS	APARs 13-14 & 14-15 Required.

PROFORMA

ANNEXURE-B

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)