

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/ 2972

Dated: 10.10.2018

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 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/ 2972
Copy forwarded to:-

-Dated: 10.10.2018

- 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).



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	Date of Apptt. as PA	Deptt.	Deficiency
1	Ramesh Kumari/Gambhir	25.09.68	UR	410	29.08.08	DHS	IC/VC req.
2	Suman Lata	02.01.65	UR	412	29.08.08	MAMC	IC/APAR 15-16 & 16-17 req.
3	Meena Kumari/Arora	29.09.66	UR	413	29.08.08	UD	IC/VC req.
4	Suman Gulati	15.08.67	UR	414	29.08.08	MAMC	IC req.
5	Janki Negi	01.04.58	UR	415	29.08.08	T&T (Div in PAO)	IC/VC req.
6	Vandana Ahuja	27.02.69	UR	417	29.08.08	GBPH	IC/VC req.
7	Anurag Chandra Sharma	27.09.68	UR	418	29.08.08	TTE	IC/VC req.
8	Pramod Kapoor	03.01.67	UR	421	29.08.08	GBPH	IC/VC req.
9	Jagender Singh Rawat	20.04.67	UR	422	29.08.08	T&T (Div in CMO)	IC/VC req.
10	Kiran Bala	08.01.68	UR	423	29.08.08	SGMH	APAR 16-17 req.
11	Asha Chugh/Sakhuja	07.03.70	UR	424	29.08.08	LAB	IC/VC req.
12	Bharat Ratan Joshi	20.12.65	UR	425	29.08.08	PAO (Div in PWD)	APARs 12-13 & 15- 16 req.
13	Ramesh Kumar	22.09.66	UR	427	29.08.08	PLG (Div in OBC)	IC/VC APARs req.
14	Renu Tahiliani/Punjmani	01.07.69	UR	429	29.08.08	EDN	IC/VC req.
15	Archana Lakhani	01.07.67	UR	430	29.08.08	MAMC (Div in MAIDS)	IC req.
16	Renu Gupta/Aggarwal	29.01.67	UR	432	29.08.08	DCO	IC/VC req.
17	Sunil Kumar Singhal	25.04.67	UR	433	29.08.08	EDN(Div in MOH&FW)	IC/VC req.
18	Sudha Ranjan/ Vijayanandan	16.12.65	UR	435	29.08.08	PROS	IC/VC/APAR 13- 14 & 14-15 req.

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)