

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

No.F.3 (3)/1/2019/S-III/

Date:

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 22.10.2019 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 Principal Private Secretary, following documents are urgently required.

- (a) Annexure 'B'
- (b) Integrity Certificate
- (c) Vigilance Clearance Report
- (d) No penalty certificate
- (e) Details of court cases, if any;
- (f) APARs for the period 2013-14 to 2017-18.

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

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 a WEEK of issue of this letter.

Yours faithfully,

(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

Encls: Annexure A & B

No.F.3 (3)/1/S.III/2019/2952

Copy to:

Date: 21/11/2019

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)

REMINDER-I

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

No.F.3 (3)/1/2019/S-III/ 2952

Date: 21/11/2019

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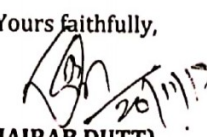
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Date: 21/11/2019

Encls: Annexure A & B

No.F.3 (3)/1/S.III/2019/ 2952

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(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

Date: 21/11/2019

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(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

PROFORMA

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

ANNEXURE-A**LIST OF ELIGIBLE PRIVATE SECRETARY (SR.PA.) COMING IN THE ZONE OF CONSIDERATION FOR AD-HOC 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.	Remarks/Deficiency/ Document required
1.	S.P. Singh	15.01.60	UR	149	29.08.08	DCO	FRESH VC FROM HQ /APARs
2.	Sushma Rani Arora	01.03.60	UR	150	29.08.08	DCO	IC/VC/APARs
3.	Meena Sharma	24.06.60	UR	151	29.08.08	F&S	APARs
4.	Suman Bala Lamba	09.11.60	UR	152	29.08.08	SGMH	APARs
5.	Veena Rani Kalra	23.07.61	UR	153	29.08.08	GBPH	APARs
6.	Madhu Bala Sobti	12.05.62	UR	154	29.08.08	SSH JANAKPURI	APARs
7.	Sumitra Jain	19.11.62	UR	155	29.08.08	MAMC	APARs
8.	Veena Rani Dua/Chakravarty	20.03.60	UR	157	29.08.08	LNH	IC/VC/APARs
9.	Manju Gandhi/Dutt	21.03.60	UR	158	29.08.08	DCW	APARs
10.	Bhagwanti Taneja	02.03.61	UR	159	29.08.08	DCO	APARs
11.	Karuna Sharma	25.11.61	UR	161	29.08.08	LGS	APARs
12.	Amrit Devi Malik	17.03.60	UR	162	29.08.08	DHS	IC/VC/APARs
13.	Hemant Kumar V.V	08.08.60	UR	163	29.08.08	LOKAYUKTA	APARs
14.	Sunita Khanna	27.10.60	UR	164	29.08.08	TPT	APARs
15.	Ashok Mehta	05.12.60	UR	165	29.08.08	JPCH	APARs
16.	Gopal Krishna Aggarwal	01.01.61	UR	166	29.08.08	LGS	APARs
17.	Sunita Bajaj/Arya	01.02.64	UR	168	29.08.08	F&S	APARs
18.	Inderjeet Kaur Suri	26.06.60	UR	169	29.08.08	DCO	IC/VC/APARs
19.	Deepika Sen	23.11.60	UR	171	29.08.08	ABH	APARs
20.	Rawinder Singh	14.11.62	UR	176	16.12.11	LAW	IC/VC/APARs
21.	Sushma Kumari Chauhan	28.03.62	UR	177	16.12.11	PROS	APARs
22.	Anjana Gupta/Mittal	03.04.62	UR	178	16.12.11	BSAH	APARs
23.	Saroj Kinger	15.08.62	UR	179	16.12.11	GBPH	APARs
24.	Anju Bala Panwar	08.11.62	UR	180	16.12.11	MAMC	APARs
25.	Anita Rani	01.01.63	UR	181	16.12.11	MAMC	APARs
26.	S.K. Raj	04.01.63	UR	182	16.12.11	LGS	APARs
27.	Rakesh Kumar Savita	10.04.63	UR	183	16.12.11	ENV	APARs
28.	Veena Arora	09.06.65	UR	184	16.12.11	GBPH	APARs
29.	Kalawati Bhutani	08.06.63	UR	185	16.12.11	C.FUND	APARs
30.	Raja Ram Sharma (R.R.Sharma)	15.05.63	UR	188	16.12.11	T&T(div in MOF&S)	APARs
31.	Hari Pal Yadav	02.06.63	UR	189	16.12.11	MAMC	APARs

32.	Dev Karan	01.07.63	UR	190	16.12.11	T&T/LAS	VC FROM HQ/APARs
33.	Varsha Rani Chopra	26.09.64	UR	191	16.12.11	PAO	APARs
34.	Chander Kanta Nagpal	15.06.60	UR	193	16.12.11	I&FC	IC/VC/APARs
35.	Madhu Aggarwal/Gupta	13.11.61	UR	194	16.12.11	BMH	APARs
36.	Parvesh Kumar	06.03.63	UR	195	16.12.11	DEV/HREDN	APARs
37.	Har Dayal	30.06.60	UR	196	16.12.11	MAMC	APARs
38.	Balwant Singh	14.03.61	UR	197	16.12.11	T&T/PGC	APARs
39.	Maresh Chander Joshi	29.03.63	UR	198	16.12.11	AUDIT	APARs
40.	Vinod Kumar	04.05.63	UR	199	16.12.11	DSSSB	APARs
41.	Darshna Kumari (Girdhar)	03.05.60	UR	200	16.12.11	RTRH	APARs
42.	Sunder Singh	07.10.64	UR	201	16.12.11	EXCISE	IC/VC/APARs
43.	Anupam Saxena	01.07.60	UR	202	16.12.11	IND	IC/VC/APARs
44.	Raju Sharma	25.06.61	UR	203	16.12.11	LGS	APARs
45.	Usha Chabra	20.09.61	UR (VH)	204	16.12.11	MAMC	IC/VC/APARs
46.	Rajesh Devi Sharma	15.06.66	UR	205	16.12.11	TTE	IC/VC/APARs
47.	Neelam Kumari Juneja	18.08.66	UR	206	16.12.11	AYUSH	APARs
48.	Renuka	03.04.61	UR	207	16.12.11	GBPH	APARs
49.	Shashi Bala Sharma	24.04.63	UR	208	16.12.11	DCSK	APARs
50.	Meeta Choudhary	14.03.64	UR	209	16.12.11	IND	IC/VC/APARs
51.	Madhu Sharma	14.06.66	UR	210	16.12.11	DSSSB	APARs
52.	Sushma Puri	10.10.68	UR	211	16.12.11	T&T	APARs
53.	Ajay Kumar Verma	07.11.67	UR	212	16.12.11	GTBH	APARs
54.	Rishi Raj Malik	28.03.68	UR	213	16.12.11	GAD	IC/VC/APARs
55.	Neeta Pandita	03.06.68	UR	214	16.12.11	BJRH	APARs
56.	Satwanti Ansal	04.12.62	UR	215	16.12.11	DHS	IC/VC/APARs
57.	Elkesh Maggoo	01.08.63	UR	216	16.12.11	T&T/LAS	APARs
58.	Promila Rani	17.07.64	UR	217	16.12.11	MAMC	APARs
59.	Suresh	07.09.64	UR	218	16.12.11	DSCST	ANNEXURE B (PERFORMA) /APARs
60.	Santosh Kumari	04.12.66	UR	219	16.12.11	BRSH	APARs
61.	Naresh Kr. Verma	06.06.68	UR	220	16.12.11	MAMC	APARs
62.	Vinod Chandra Gupta	14.06.68	UR (VH)	221	16.12.11	MVH	APARs
63.	Kanta Kishore	29.03.61	SC	222	16.12.11	LNH	IC/VC/APARs
64.	Shashi Kanojia	24.04.68	SC	223	16.12.11	MAMC	APARs
65.	Jaiwanti	30.03.61	SC	224	16.12.11	SVBPH	APARs

66.	Rampal	01.05.66	SC	225	16.12.11	MAMC/H&F W	APARs
67.	Ramesh Chand	10.10.65	SC	226	16.12.11	GAD	IC/VC/APARs
68.	Rekha Suman	03.10.67	SC	228	16.12.11	FOOD SAFETY	APARs
69.	Parveen	13.02.63	SC	229	16.12.11	GAD	IC/VC/APARs
70.	Sunita Alloria	21.05.64	SC	230	16.12.11	LNH	IC/VC/APARs
71.	Chander Prabha	20.01.68	SC	231	16.12.11	DAM	IC/VC/APARs
72.	Ram Lakhan Saroj	01.01.66	SC	232	16.12.11	PLG	APARs
73.	Ravinder Kumar Rathi	08.08.66	SC	233	16.12.11	DCO	IC/VC/APARs
74.	Ved Pal	04.12.68	SC	234	16.12.11	UD	IC/VC/APARs
75.	Anand Gautam	13.02.69	SC	236	16.12.11	DES	APARs
76.	Nirmala Dhawan	03.05.67	SC	237	16.12.11	RD	APARs
77.	Pradeep Mohan	06.04.65	SC	238	16.12.11	T&T	APARs