

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)/1/2019/S-III/ 3093

Date: 05/12/2019

To

All the concerned Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: - Preparation of Panel of Private Secretary for promotion to the post of Principal Private Secretary & Personal Assistant to the post of Private Secretary- reg.

Sir/Madam,

This is with reference to this department's letter of even number dated 22.10.2019, 24.10.2019 & subsequent reminder on 21.11.2019 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,

(BHAIKAB DUTT)

DEPUTY SECRETARY-III (SERVICES)

Encls: Annexure A

No.F.3 (3)/1/S.III/2019/ 3093

Copy to:

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).

(BHAIKAB DUTT)

DEPUTY SECRETARY-III (SERVICES)

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.	Bhagwanti Taneja	02.03.61	UR	159	29.08.08	DCO	VC FROM HQ/APARs
2.	Inderjeet Kaur Suri	26.06.60	UR	169	29.08.08	DCO	IC/VC/APARs
3.	Usha Chabra	20.09.61	UR (VH)	204	16.12.11	MAMC	IC/VC/APARs
4.	Kanta Kishore	29.03.61	SC	222	16.12.11	LNH	IC/VC/APARs
5.	Sunita Alloria	21.05.64	SC	230	16.12.11	LNH	IC/VC/APARs
6.	Ravinder Kumar Rath	08.08.66	SC	233	16.12.11	DCO	IC/VC/APARs

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.	Snty. No. in PA	Name of the Officer (Sh./Smt./Km.)	DOB	Cat.	Date of Apptt. as PA	Deptt.	REMARKS/ DEFICIENCY/ DOCUMENT REQ.
1.	424	ASHA CHUGH/SAKHUJA	07.03.70	UR	29.08.08	LAB	IC/VC/APARs
2.	427	RAMESH KUMAR	22.09.66	UR	29.08.08	PLG (Div in OBC)	VC NOT CLEAR UNDER SUSPENSION
3.	429	RENU TAHILIANI/PUNJMANI	01.07.69	UR	29.08.08	EDN	IC/VC/APARs
4.	432	RENU GUPTA/AGGARWAL	29.01.67	UR	29.08.08	DCO	VC FROM HQ/APARs
5.	445	M.M. KOTNALA	20.01.60	UR	29.08.08	T&T(DY. CM)	IC/VC/APARs
6.	466	ANITA SHARMA/DOGRA	14.07.68	UR	29.08.08	F&S	IC/VC/APARs
7.	488	MANJU MONGA SHARMA	09.09.69	UR	29.08.08	DSSSB	IC/VC/APARs
8.	504	ANUPMA KAPOOR/DHAWAN	23.02.70	UR	29.08.08	F&S	IC/VC/APARs
9.	507	RUBY WALIA/CHAWLA	21.05.67	UR	29.08.08	DCO	IC/VC/APARs
10.	547	RAJEEV KUMAR SAINI	05.01.67	UR	29.08.08	TPT	IC/VC/APARs
11.	607	TRILOK CHAND	02.08.70	SC	29.08.08	PROSEC (CDRF)	IC/VC/APARs
12.	609	KIRAN	14.09.67	SC	29.08.08	EDN	IC/VC/APARs
13.	618	RAVI KUMAR	01.01.69	SC	29.08.08	DCO	IC/VC/APARs