

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

F.3 (3)/1/PPS PROM./S.III/2022/2310-2313

Dated: 14/10/2022

To

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

Subject: **Preparation of the panel of Private Secretary (Sr.PA) for promotion to the post of Principal Private Secretary (PPS).**

Sir/Madam,

This department is in the process of preparing a panel of Private Secretary(Sr.PA) in the pay scale of Rs.6500-10500(pre-revised) for considering their names for promotion to the post of Principal Private Secretary (PPS) in the pay matrix Level 11: Rs.67700-208700 (pre-revised PB -3: Rs.15600-39100 plus Grade Pay Rs. 6600/-).

In this connection, following information/documents, in respect of all eligible officials as per Annexure A, are required for assessment of their suitability for regular promotion to the post of Principal Private Secretary:-

- (a) Annexure B (duly filled)
- (b) Integrity Certificate.
- (c) Vigilance Clearance Report (Departmental & DOV).
- (d) No penalty certificate.
- (e) Details of court cases, if any.
- (f) APARs for the preceding five years (i.e.2015-16 to 2019-20)
- (g) Certificate regarding completion of training programme at least two weeks conducted by UTCS.

It is, therefore, requested to kindly furnish the above mentioned documents and requisite information, strictly on the prescribed format (Annexure B) enclosed with the letter, to facilitate assessment of the official's suitability for promotion to the post of Private Secretary.

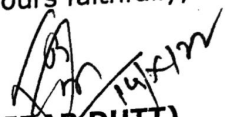
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a **non-reporting certificate for the relevant period with valid reasons**, may be sent for each such case.

The requisite documents/information strictly in the prescribed format along with application proforma enclosed herewith in respect of the officers mentioned in the Annexure-A may be made available to determine their eligibility for the post of PPS.

It may please be noted that only those officers will be considered for empanelment in respect of whom all the records are made available and in case any officer is not considered for promotion due to non-furnishing of requisite information by the concerned department the onus shall solely rest with the Department.

This may be given TOP PRIORITY and necessary documents/information may be furnished to this department latest by 31.10.2022.

Yours faithfully,


(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

Encl: As above

F.3 (3)/1/PPS PROM./S.III/2022/2310 - 2313

Dated: 14/10/2022

Copy to:

1. The Asstt. Director (Vig.), Dte. Of Vigilance, with the request to furnish the latest Vigilance report in respect of officers mentioned in the attached list.
2. The Section Officer (APAR Cell) with the request to provide the ACRs/APARs of the officers as pre list enclosed for further necessary action.
3. The Section Officer (Co-ord.), Service Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).


(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

ANNEXURE-A

List of eligible Private Secretaries to be considered for their promotion to the post of Principal Private Secretary (PPS).

S.No.	Snty No.	Name of the official (Mr./Mrs./Ms.)	DOB	Category (UR/SC/ST/PH)	Date of regular apptt. As PS	Present Department
1	212	Ajay Kumar Verma	07.11.67	UR	16.12.11	PLG
2	213	Rishi Raj Malik	28.03.68	UR	16.12.11	Expired on 06.03.20
3	214	Neeta Pandita	03.06.68	UR	16.12.11	BJRMH
4	215	Satwanti Ansal	04.12.62	UR	16.12.11	DHS
5	216	Elkesh Maggoo	01.08.63	UR	16.12.11	LAS
6	217	Promila Rani	17.07.64	UR	16.12.11	MAMC/DCO
7	218	Suresh	07.09.64	UR	16.12.11	DSCST
8	219	Santosh Kumari	04.12.66	UR	16.12.11	BRSH
9	220	Naresh Kr. Verma	06.06.68	UR	16.12.11	F&S
10	221	Vinod Chandra Gupta	14.06.68	UR (VH)	16.12.11	MBH
11	231	Chander Prabha	20.01.68	SC	16.12.11	GAD
12	232	Ram Lakhani Saroj	01.01.66	SC	16.12.11	PGC
13	233	Ravinder Kumar Rathi	08.08.66	SC	16.12.11	MAMC
14	234	Ved Pal	04.12.68	SC	16.12.11	UD
15	235	Satish Kumar	17.11.66	SC	16.12.11	Expired on 03.07.19
16	236	Anand Gautam	13.02.69	SC	16.12.11	DES/MIN.
17	237	Nirmala Dhawan	03.05.67	SC	16.12.11	RD
18	238	Pradeep Mohan	06.04.65	SC	16.12.11	PCA
19	239	Sunita Gupta/Anand	30.08.61	UR	01.01.13	LAS
20	240	Rajesh Kumar Gautam	08.12.61	UR	01.01.13	UTCS
21	241	Birendra Singh Gosain	18.12.61	UR	01.01.13	NCC
22	242	Sunita Yadav	19.04.63	UR	01.01.13	GEC
23	243	Kiran Bala/Chaudhary	24.04.63	UR	01.01.13	AR
24	244	Vinay Kumar	22.02.68	SC	18.05.16	GAD
25	245	Renu Bhatia	02.03.69	UR (PH)	18.05.16	NHMC
26	246	Jasbir Kaur	04.08.63	UR	18.05.16	VRS w.e.f 05.11.19
27	247	Shashi Kala	05.12.63	UR	18.05.16	MAMC
28	248	Pramod Kumar Gupta	07.12.63	UR	18.05.16	DHS
29	249	Santosh Wadhwa	10.03.64	UR	18.05.16	CEO
30	250	Veena Arora	27.05.64	UR	18.05.16	CEO
31	251	Kamlesh Rathore	14.07.64	UR	18.05.16	I&FC
32	252	Rama Grover	24.07.64	UR	18.05.16	DCO
33	253	Rajeev Madan	25.07.64	UR	18.05.16	GAD
34	254	Surjeet Kaur Arora	01.08.64	UR	18.05.16	EXCISE
35	255	Kiran Grover	12.10.64	UR	18.05.16	DCW
36	256	Yogesh Ahuja	24.11.64	UR	18.05.16	DSW/DDC
37	257	Rani Arora	25.11.64	UR	18.05.16	DHS
38	258	Madan Mohan Sourat	21.02.65	UR	18.05.16	L&B
39	259	Anita	10.05.67	SC	18.05.16	GNEC
40	260	Urmila Kumari	06.07.70	SC	18.05.16	GBPH
41	261	Kishori Lal	04.05.62	SC	18.05.16	GAD
42	262	Rama Vohra	04.04.65	UR	18.05.16	MAMC



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