

REMINDER-II

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/2022/03-06
To

Dated: 07/12/2022

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,

Please refer to this office letter of even number dated 14.10.2022 and subsequent reminder dated on 04.11.2022 on the subject cited above vide which it was informed that Services Department is in the process of preparing a panel of Private Secretary (Sr.PA) for consideration of their names for promotion to the post of Principal Private Secretary (PPS) and requested to forward the requisite documents i.e. ACRs/APARs folder for the period 2015-16 to 2019-20, Integrity certificate, Vigilance clearance report, Statement of penalties for the last 10 year (No penalty certificate), Certificate regarding completion of training programme at least two weeks conducted by UTCS and detail of court cases pending in respect of the officers as per list enclosed therewith. But the required information as per list enclosed is still awaited.

It is, therefore, once again requested to kindly forward the **requisite documents/information strictly in the prescribed proforma** in respect of the officers mentioned in attached list. In case the requisite **ACRs/APARs have not been written, a non-reporting certificate along with all the available ACRs/APARs** may kindly be sent to this department.

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 of officer is not considered for promotion due to non-furnishing of requisite information/ documents by the concerned department, the onus shall rest with the concerned department only.

This may be given **"TOP PRIORITY"** and necessary documents/information may be furnished to this department before 16.12.2022 positively.

Yours faithfully,

Encl.: As above


(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

F.3 (3)/1/PPS PROM./S.III/2022/03-06

Dated: 07/12/2022

Copy forwarded for information and necessary action to:

1. The Asstt. Director (Vig.), Dte. Of Vigilance, with the request to furnish the latest Vigilance report in respect of Smt. Saroj Bala Dagar (01.01.67)/Private Secretary working in RTRM (proforma not required as these are promotion matters).
2. The SO (Services-IV), APAR Cell, with the request to provide the required ACRs/APARs/NRC of the officers as per list enclosed.
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

Deficiencies 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	Cat(UR/SC/ST/PH)	Present Department	Deficiencies
1	215	Satwanti Ansal	04.12.62	UR	DHS	IC/VC/NPC/CC/ UTCS-trg, certificate req.
2	217	Promila Rani	17.07.64	UR	MAMC/DCO	UTCS-trg, certificate req.
3	218	Suresh	07.09.64	UR	DSCST	VC/NPC/ req.
4	219	Santosh Kumari	04.12.66	UR	BRSH	UTCS-trg, one week certificate req.
5	220	Naresh Kr. Verma	06.06.68	UR	F&S	IC/VC/NPC/CC/ UTCS-trg, certificate req.
6	231	Chander Prabha	20.01.68	SC	GAD	UTCS-trg, certificate req.
7	232	Ram Lakhan Saroj	01.01.66	SC	PGC	UTCS-trg, certificate req.
8	233	Ravinder Kumar Rathi	08.08.66	SC	MAMC	NRC 1.4.18 to 5.4.18/UTCS-trg, certificate req.
9	234	Ved Pal	04.12.68	SC	UD	UTCS-trg, certificate req.
10	236	Anand Gautam	13.02.69	SC	DES/MIN.	Appl./NPC/CC/ req.
11	238	Pradeep Mohan	06.04.65	SC	PCA	CC /UTCS-trg, certificate req.
12	239	Sunita Gupta/Anand	30.08.61	UR	LAS	Retd. IC/ CC/NPC/ req.
13	240	Rajesh Kumar Gautam	08.12.61	UR	UTCS	Retd. IC/NPC/CC/ req.
14	241	Birendra Singh Gosain	18.12.61	UR	NCC	Retd. IC/NPC/CC/ req.
15	242	Sunita Yadav	19.04.63	UR	GEC	UTCS-trg/certificate req./APAR 18-19 grading not mentioned
16	243	Kiran Bala/Chaudhary	24.04.63	UR	AR/DOV	UTCS-trg/certificate req.
17	244	Vinay Kumar	22.02.68	SC	GAD	NRC/1.3.15 to 31.3.15/UTCS-trg/certificate req.
18	245	Renu Bhatia	02.03.69	UR (PH)	NHMC	CC /UTCS-trg, certificate req.
19	247	Shashi Kala	05.12.63	UR	MAMC	APARs 2018-19/UTCS-trg, certificate req.
20	248	Pramod Kumar Gupta	07.12.63	UR	DHS	IC/VC/NPC/CC/APAR 2015-16&16-17/ UTCS-trg, certificate req.

21	249	Santosh Wadhwa	10.03.64	UR	CEO	UTCS-trg, certificate req.
22	250	Veena Arora	27.05.64	UR	CEO	UTCS-trg, certificate req.
23	250-A	Saroj Bala Dagar	01.01.67	UR	RTRM	Vig/DOV/ req.
24	251	Kamlesh Rathore	14.07.64	UR	I&FC	IC/VC/NPC/CC/APAR 1.4.17-31.8.17&1.12.18-31.3.19&2019-2020/ UTCS-trg, certificate req.
25	252	Rama Grover	24.07.64	UR	DCO	IC/VC/NPC/CC/ UTCS-trg, certificate req.
26	254	Surjeet Kaur Arora	01.08.64	UR	EXCISE	UTCS-trg/certificate req.
27	255	Kiran Grover	12.10.64	UR	DCW	CC/UTCS-trg/certificate req.
28	256	Yogesh Ahuja	24.11.64	UR	DSW/DDC	NRC 1.11.14-31.12.14/ IC/VC/NPC/CC/ UTCS-trg, certificate req.
29	257	Rani Arora	25.11.64	UR	DHS	NRC 1.4.16-31.5.16/ IC/VC/NPC/CC/ UTCS-trg, certificate req.
30	258	Madan Mohan Sourat	21.02.65	UR	L&B	UTCS-trg/certificate
31	259	Anita	10.05.67	SC	GNEC	Appl./ CC/ APARs-2015-16&NRC 1.4.16-27.5.16/UTCS-trg/certificate req
32	260	Urmila Kumari	06.07.70	SC	GBPH	APAR 2015-16 to 2019-20/ IC/VC/NPC/CC/ UTCS-trg, certificate req.
33	262	Rama Vohra	04.04.65	UR	MAMC	APARs2015-16&2016-17/UTCS-trg, certificate req.