

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

F.3 (3)/1/PPS PROM./S.III/2022/2507-2510  
To

Dated: 04/11/2022

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 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 18.11.2022 positively.

Yours faithfully,

**Encl.:** As above

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

F.3 (3)/1/PPS PROM./S.III/2022/2507-2510

Dated: 04/11/2022

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 officers mentioned in the attached list (proforma not required as these are promotion matters).
2. The SO (Services-IV), APAR Cell, with the request to provide the required ACRs/APARs 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)

**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	212	Ajay Kumar Verma	07.11.67	UR	PLG	Vig/DOV/APARs/UTCS-trg, one week certificate req.
2	214	Neeta Pandita	03.06.68	UR	BJRMH	Vig/DOV/APARs/UTCS-trg, one week certificate req.
3	215	Satwanti Ansal	04.12.62	UR	DHS	IC/VC/APARs/UTCS Trg.certificate
4	216	Elkesh Maggoo	01.08.63	UR	LAS	Vig/DOV/APARs/UTCS-trg, certificate req.
5	217	Promila Rani	17.07.64	UR	MAMC/DCO	IC/VC/APARs/UTCS Trg.certificate
6	218	Suresh	07.09.64	UR	DSCST	IC/VC/APARs/UTCS Trg.certificate
7	219	Santosh Kumari	04.12.66	UR	BRSH	Vig/DOV/APARs/UTCS-trg, one week certificate req.
8	220	Naresh Kr. Verma	06.06.68	UR	F&S	IC/VC/APARs/UTCS Trg.certificate
9	221	Vinod Chandra Gupta	14.06.68	UR (VH)	MBH	Vig/DOV/APARs/UTCS-trg, certificate req.
10	231	Chander Prabha	20.01.68	SC	GAD	IC/VC/APARs/UTCS Trg.certificate
11	232	Ram Lakhan Saroj	01.01.66	SC	PGC	CC/Vig/DOV/APARs/UTCS-trg, certificate req.
12	233	Ravinder Kumar Rathi	08.08.66	SC	MAMC	IC/VC/APARs/UTCS Trg.certificate
13	234	Ved Pal	04.12.68	SC	UD	IC/VC/APARs/UTCS Trg.certificate
14	236	Anand Gautam	13.02.69	SC	DES/MIN.	IC/VC/APARs/UTCS Trg.certificate
15	237	Nirmala Dhawan	03.05.67	SC	RD	Vig/DOV/APARs/UTCS-trg, certificate req.
16	238	Pradeep Mohan	06.04.65	SC	PCA	IC/VC/APARs/UTCS Trg.certificate
17	239	Sunita Gupta/Anand	30.08.61	UR	LAS	IC/VC/APARs/UTCS Trg.certificate
18	240	Rajesh Kumar Gautam	08.12.61	UR	UTCS	IC/VC/APARs/UTCS Trg.certificate
19	241	Birendra Singh Gosain	18.12.61	UR	NCC	IC/VC/APARs/UTCS Trg.certificate
20	242	Sunita Yadav	19.04.63	UR	GEC	Vig/DOV/APARs/UTCS-trg/certificate req.

21	243	Kiran Bala/Chaudhary	24.04.63	UR	AR	Vig/DOV/APARs/UTCS-trg/certificate req.
22	244	Vinay Kumar	22.02.68	SC	GAD	IC/VC/APARs/UTCS Trg.certificate
23	245	Renu Bhatia	02.03.69	UR (PH)	NHMC	CC/Vig/DOV/APARs/UTCS-trg, certificate req.
24	247	Shashi Kala	05.12.63	UR	MAMC	IC/VC/APARs/UTCS Trg.certificate
25	248	Pramod Kumar Gupta	07.12.63	UR	DHS	IC/VC/APARs/UTCS Trg.certificate
26	249	Santosh Wadhwa	10.03.64	UR	CEO	IC/VC/APARs/UTCS Trg.certificate
27	250	Veena Arora	27.05.64	UR	CEO	IC/VC/APARs/UTCS Trg.certificate
28	250-A	Saroj Bala Dagar	01.01.67	UR	RTRM	IC/VC/APARs/UTCS Trg.certificate
29	251	Kamlesh Rathore	14.07.64	UR	I&FC	IC/VC/APARs/UTCS Trg.certificate
30	252	Rama Grover	24.07.64	UR	DCO	IC/VC/APARs/UTCS Trg.certificate
31	253	Rajeev Madan	25.07.64	UR	GAD	IC/VC/APARs/UTCS Trg.certificate
32	254	Surjeet Kaur Arora	01.08.64	UR	EXCISE	IC/VC/APARs/UTCS Trg.certificate
33	255	Kiran Grover	12.10.64	UR	DCW	IC/VC/APARs/UTCS Trg.certificate
34	256	Yogesh Ahuja	24.11.64	UR	DSW/DDC	IC/VC/APARs/UTCS Trg.certificate
35	257	Rani Arora	25.11.64	UR	DHS	IC/VC/APARs/UTCS Trg.certificate
36	258	Madan Mohan Sourat	21.02.65	UR	L&B	IC/VC/APARs/UTCS Trg.certificate
37	259	Anita	10.05.67	SC	GNEC	Appl./Vig-DOV/CC/APARs/UTCS-trg/certificate req
38	260	Urmila Kumari	06.07.70	SC	GBPH	IC/VC/APARs/UTCS Trg.certificate
39	261	Kishori Lal	04.05.62	SC	GAD	IC/VC/APARs/UTCS Trg.certificate
40	262	Rama Vohra	04.04.65	UR	MAMC	IC/VC/APARs/UTCS Trg.certificate