

**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/2022/2735-2738

Dated: 09/12/2022

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,

In continuation of this department letter dated 14.10.2022, it is informed that 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 following 04 more eligible private Secretary, are required for assessment of their suitability for regular promotion to the post of Principal Private Secretary:-

S.No.	Snty No.	Name of the official (Mr./Mrs./Ms.)	Date of Birth	Category (UR/SC/ST/PH)	Date of regular apptt. As PS
1	263	Santosh Rani	05.04.65	UR	18.05.16
2	264	Raj Kumar Arora	17.07.65	UR	18.05.16
3	265	Rekha Malik	02.11.65	UR	18.05.16
4	266	Suresh Kumar	30.01.66	UR	18.05.16

- (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 16.12.2022.

Yours faithfully,

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

Encl: As above

F.3 (3)/1/PPS PROM./S.III/2022/2735-2738

Dated: 09/12/2022

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 (proforma not required as these are promotion matters).
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)

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