

REMINDER-I

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 5TH LEVEL, DELHI SECRETARIAT,
NEW DELHI: 110002**

F.3(3)/1/PPS PROM/S.III/2024/840-842

Dated: 10-06-2024

To

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

Sub: Preparation of the panel of Private Secretary (PS) for promotion to the post of Principal Private Secretary (PPS).

Sir/Madam,

This is with reference to this department's letter of even number dated 12.12.2023 on the subject cited above. In this context, I am directed to inform that the requisite documents in respect of following Private Secretaries are yet to be received to facilitate assessment of suitability of the officials for promotion to the post of Principal Private Secretary.

S. no	Snty No.	Name of the official (Mr. Mrs./Ms)	DOB	Cat	Present Deptt.	Deficiencies
1	263	Santosh Rani	05.04.65	UR	DCO	APAR 1.1.22 to 31.3.22
2	269	Sarojini Kumari Bist	21.05.66	UR	MNH	APAR 30.1.19 to 31.3.19
3	272	Sunita Chauhan	08.07.66	UR	DCW	UTCS Trg. Certificate
4	273	Sri Bhagwan	10.08.66	UR	DHEDN	Court Case, UTCS Trg. Certificate
5	274	Neelam Kumari Bhatti	23.10.66	UR	DCO	APAR 01.10.18 to 31.12.18
6	279	Santosh Malhotra	15.08.67	UR	DDUH	Proforma, No Penalty Certificate
7	280	Anju Bala Bajaj	01.09.67	UR	EDN	UTCS Trg. Certificate
8	281	Kiran Sharma/Mandola	16.11.67	UR	EDN	Name Mis-match in documents
9	283	Vimmi Sayal/Shokeen	26.04.68	UR	LNH	UTCS Trg. Certificate
10	286	Vimita Gupta	18.06.68	UR	LAB	UTCS Trg. Certificate
11	287	Archana Virmani/Piplani	07.07.68	UR	GBPH	APAR 16-17, 01.4.17 to 31.07.17, 05.10.18 to 31.03.19, 19-20, 20-21, 21-22
12	297	Renu Bhatia	24.07.68	UR	OBC	No Penalty Certificate
13	298	Satish Kumar	09.10.65	UR	CEO	APAR 01.04.17-06.04.17, 29.2.19 to 31.3.19 & 13.11.20 to 15.02.21
14	299	Krishna Manchanda	12.11.65	UR	Mins F&S (Div from GAD)	Integrity Certificate
15	300	Poonam Kumari/Wadhwa	23.01.66	UR	ARCHY	DOB Mismatch in Proforma, UTCS Trg. Certificate
16	304	Ramesh Singh	07.08.66	UR	GBPEC	IC, VC, No Penalty Certificate, Court Case Certificate, UTCS Trg. Certificate
17	315	Girish Sethi	14.09.67	UR	SEC (Div from COA)	Proforma, IC, No Penalty Certificate, Court Case Certificate, APAR 2019-20, 2020-21
18	318	Pradeep Kumar Sharma	21.07.66	UR	PGC	01.1.17 to 31.03.17
19	320	Rakesh Kumar	06.01.66	UR	MAMC	APAR 20.3.18 to 31.3.18, 2019-20, 21-22
20	324	Vimal Kumar Juyal	12.08.65	UR	DMC	Proforma, IC, VC, No Penalty Certificate, Court Case Certificate, UTCS Trg. Certificate, APAR 1.8.18 to 31.10.18 1.10.20 to 31.3.21, 21-22

21	327	Neena Sehgal	27.10.67	UR	PLG	Proforma, Court Case Certificate, APAR 2.1.17 to 31.3.17, 1.11.17 to 31.3.18, 18-19, 19-20, 20-21, 21-22
22	328	Urmila Dhanda/Bali	20.12.64	SC	F&WL	APAR 2017-18
23	331	Brij Mohan	01.05.67	SC	LAS	UTCS Trg. Certificate
24	333	Sunita	26.04.64	SC	GAD	APAR 2016-17

It is, therefore, once again requested to kindly furnish the above mentioned requisite documents/information.

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.

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 latest by 21.06.2024.

Yours faithfully,



(DEEPAK KUMAR)
SECTION OFFICER (SERVICES-III)

F.3(3)/1/PPS PROM/S.III/2024 /840-842

Dated: 10-06-2024

Copy to:

1. The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs/Grading of the officials mentioned in this department's letter of even number dated 12.12.2023 for further necessary action.
2. The Section Officer (Co-ordination Branch.), Services Deptt., Delhi Sectt., New Delhi (to upload the letter to the official website).



(DEEPAK KUMAR)
SECTION OFFICER (SERVICES-III)