

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

No.F.3 (3) (1)/S.III/2020/ 1119-1121

Date: 13/04/2021

To

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

Sub: Promotion of left out/Regular cases of Stenographers (Grade III Stenographers) to the post of Personal Assistant (Grade II Stenographers)-reg.

Sir/Madam,

I am directed to say that this department is in the process of preparing a panel of left out cases of Stenographers (Grade III Stenographers) for consideration of their promotion to the post of Personal Assistant (Grade II Stenographers), in the pay matrix level of ₹ 44900-142400 [pre-revised scale ₹ 9300-34800 plus Grade Pay of ₹ 4600/-

It is, therefore, requested that APARs for the preceding five years, as well as, Integrity Certificate, Vigilance Report and no penalty certificate in respect of following left out Grade III Stenographers, may kindly be furnished to this department at the earliest. In case the requisite APARs have not been written, a non-reporting certificate may be sent for the relevant period.

S.N	Snty. No	Name of the official	Cat	DOA	Deptt	Remarks
1	1225	Chetan Swaroop (DOB: 27.04.64)	UR	09.03.87	CEO	IC/VC/APARs Required.
2	1564	Ajay Kumar Malhotra (DOB: 17.05.72) (Suspended)	UR	23.10.92	T&T	IC/VC/APARs Required.
3	1673	Umesh Singh Nimesh (DOB: 18.05.69)	SC	08.07.94	MAMC	IC/VC/APARs Required.
4	1742	Bhawna Chauhan (DOB: 23.07.72)	UR	12.09.94	DIP	IC/VC/APARs Required.
5	2044	Kumar Praveen Singh (DOB: 13.11.76)	UR	19.09.03	UD	IC/VC/APARs Required.
6	2196-A	Sunita Devi Gaur (DOB: 02.11.69)	UR	08.10.12	TTE	IC/VC/APARs Required.
7	2196-B	Seema Garg (DOB: 24.01.67)	UR	10.12.12	TTE	IC/VC/APARs Required.
8	2197	Neetu Sharma (DOB: 08.12.75)	UR	10.12.12	DEV	IC/VC/APARs Required.
9	2203	Aruna Kumari (DOB: 01.07.70)	UR	22.11.13	DHS	IC/VC/APARs Required.
10	2204	Kamaljeet Kaur (DOB: 02.01.68)	UR	09.12.13	EDN	IC/VC/APARs Required.
11	2205	Alka Pandey (DOB: 01.10.66)	UR	07.03.14	TTE	IC/VC/APARs Required.
12	2206	Sanju Dubey (DOB: 01.07.67)	UR	01.05.14	LNH	IC/VC/APARs Required.
13	2207	Santosh Sharma (DOB: 05.08.81)	UR	18.07.14	EDN	IC/VC/APARs Required.

Further, the requisite information in respect of all the officials may be made available strictly on the proforma enclosed as **Annexure-‘B’** to facilitate assessment of their suitability for the post of Grade II Stenographer.

If any of the official has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, then the necessary information may be provided to this department. Service particulars of these officials may also be sent to this department so that further correspondence can be made as and when required.

It may please be noted that only those Grade III Stenographers will be considered for promotion, whose records are made available and in case any official is not considered for promotion due to non-furnishing of information by the concerned department, the onus shall rest with the department only.

This may be please be given **PRIORITY** and necessary documents may be furnished to this department latest by **31.3.2021**.

Yours faithfully,

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

Encls: Annexure B

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Copy forwarded to:-

- (1) The Section Officer (S-IV)/ACR Cell, for providing APARs, in respect of the officials as per Annexure A' to the circular.
- (2) The Section Officer, Services (Co-ord.) Branch, for uploading the circular to the department's website at the earliest.

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

PROFORMA

ANNEXURE-B

1. Name of the official :
2. Date of Birth :
3. Seniority Number in P.A. :
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 official Seal)