

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

(<http://services.delhigovt.nic.in>)

No.F.3(3)/2/Steno/S.III/2015/285-287.

Dated: 04/02/2016.

To

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

Sub:- Promotion of Stenographers, Grade-II to the post of Senior Personal Assistant (Sr.PA).

Sir/Madam,

I am directed to invite your kind attention to this office letter of even number dated 05.01.2016 on the subject cited above. In this context, it is informed that the requisite information/documents, in respect of the eligible Stenographers Grade II, as mentioned in **Annexure A**, are yet to be received from your department.

In case the relevant APARs are not available/not been written, including those cases in which a previous year's ACR/APAR is to be taken into account in lieu of missing APAR(s), a non-reporting certificate with valid reasons, separately in each case, may be sent.


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 the official 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 Stenographers, Grade-II 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/requisite documents by the concerned department, the onus shall rest with the department only.

It is, therefore, once again requested that the information in respect of the officials working in your department may kindly be furnished on the format-**Annexure B** (specimen enclosed) together with other requisite documents latest by **26.02.2016**.

This may please be given Top Priority.

Yours faithfully,



**(ANUPMA CHAKRAVORTY)
DY. SECRETARY (SERVICES)**

Encl: as above.

No.F.3(3)/2/Steno/S.III/2015/285-287.
Copy forwarded to:-

Dated: 04/02/2016.

- 1) The Superintendent (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant ACRs/APARs of the above mentioned officials for further necessary action).
- 2) The Superintendent (Co-ord.), Service (IV) Deptt., Delhi Sectt., New Delhi (to upload the circular to the official website).


**(ANUPMA CHAKRAVORTY)
DY. SECRETARY (SERVICES)**

LIST OF GRADE II STENOGRAPHERS**2015-16**

Sl No.	Snty. No.	Name of the official (Sh./Smt./Ms.)	DOB	Cat.	Date of apptt. In Grade-III Steno	Date of Regular Apptt. as Grade-II Steno	Present Deptt.	Documents required
1	2	3	4	5	6	7	8	9
1.	333	RENU MALHOTRA	02/03/69	UR/PH	25/04/91	19/01/06	NHMC	IC/VC, APAR 2012-13 to 2014-15 & Disclosure Certificate of APAR for 2010-11 to 2011-12.
2.	335	SHASHI KALA	05/12/63	UR	13/01/87	05/10/07	EDN.	IC/VC,
3.	336	PRAMOD KUMAR GUPTA	07/12/63	UR	13/01/87	05/10/07	DHS	IC/VC,
4.	337-A	VEENA ARORA	27/05/64	UR	13/01/87	05/10/07 (A)	EDN.	IC/VC,
5.	338	KAMLESH RATHORE	14/07/64	UR	13/01/87	05/10/07	EDN.	IC/VC, & APAR for 2014-15.
6.	339	RAMA GROVER	24/07/64	UR	13/01/87	05/10/07	I&FC	IC/VC, & APARs 2011-12 and 2014-15.
7.	340	RAJEEV MADAN	25/07/64	UR	13/01/87	05/10/07	DGE	IC
8.	343	YOGESH AHUJA	24/11/64	UR	13/01/87	05/10/07	DSW	IC/VC
9.	344	RANI ARORA	25/11/64	UR	13/01/87	05/10/07	LAB.	APAR for the period April 2011 to January, 12.
10.	348	KISHORI LAL	04/05/62	SC	13/01/87	05/10/07	T&T	IC/VC,
11.	349	RAMA VOHRA	04/04/65	UR	13/01/87	21/11/07	EDN.	IC/VC, & APARs for the period 2011-12 & 2014-15.
12.	350	SANTOSH RANI	05/04/65	UR	13/01/87	21/11/07	I&FC	IC/VC, & APARs for the period 2010-11 to 2013-14.
13.	351	RAJ KUMAR ARORA	17/07/65	UR	13/01/87	21/11/07	CEO	IC/VC, & APARs for the period 2010-11 to 2014-15.

End.

ANNEXURE-B**PROFORMA**

1. Name of the official :
2. Date of Birth :
3. Seniority Number In Grade III (Steno) :
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 Chargesheet 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