

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT- (III)**

**B WING, 7<sup>TH</sup> LEVEL, DELHI SECRETARIAT, NEW DELHI 110002.**

No.F.3 (3) (1)/S.III/2020/ 2828

Dated: 14/12/2021

To

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

**Sub: Promotion of Stenographers Grade III to the post of Personal Assistant on regular basis-reg.**

Sir/Madam,

I am to say that this department is in the process of preparing a panel of eligible Stenographers Grade III for consideration of their promotion to the post of Personal Assistant on regular basis, in the pay scale of Rs.9300-34800 plus Grade Pay of Rs.4600/- (pre-revised).

It is, therefore, requested that APARs for the preceding five years (i.e., from 2014-15 to 2018-19), as well as, Integrity Certificate, Vigilance Report and no penalty certificate in respect of all following eligible Stenographers Grade III, 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.No	Snty. No.	Name of the official (Sh./Smt./Kum.)	DOB	Present Department
1	2170	GAURAV SANTOLIA	04-May-83	DFS
2	2171	AMIT ANAND	25-Nov-85	UTCS (DIV. FROM EMP)
3	2172	JOHAR BAIRWA	04-Jul-80	DHS
4	2173	USHA KUMARI	05-Jan-88	EDN
5	2174	MANJU	15-Aug-80	CEO
6	2175	MUKESH KUMAR	01-Jan-81	UD (DIV. FROM DHS)
7	2176	RENUKA PANWAR	20-Mar-84	MAMC
8	2179	DINESH KUMAR	30-Jun-82	DHS
9	2180	RENU	05-Jul-79	MAMC
10	2181	DEEPTI	30-Apr-87	EMP
11	2182	SURESH KUMAR	10-Apr-80	LAS (DIV. FROM DFW)
12	2183	KAVITA	21-Feb-86	GBPH
13	2184	MAHESH KUMAR	23-Jan-81	LGS (DIV. FROM PAO)
14	2185	SAVITA	02-Sep-83	FSL
15	2186	BHAGIRATH KUMAR	05-Nov-78	LAS
16	2187	REKHA	02-Jan-76	MAMC
17	2189	RAMAVATAR KHINCHI	10-Jul-81	LAB
18	2190	FIROZ KHAN	13-Mar-83	GBPH
19	2191	PARMOD SAINI	04-Apr-84	NSUT( DIV. FROM EDN)
20	2192	RAJNISH YADAV	18-May-81	DDUH/DOV

A

21	2193	JITENDRA CHOUDHARY	02-Nov-74	RTRH
22	2194	SANJAY KUMAR CHAUDHARY	11-Oct-83	BJRM
23	2195	NEETA BOKARE	15-Oct-68	MAMC
24	2196	SEEMA RAGHAV	07-Jun-78	I&FC

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 Personal Assistant.

If any of the officials 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 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 Stenographers Grade III 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 Administrative Department only.**

This may please be given PRIORITY and necessary documents may be furnished to this department latest by **31.12.2021**.

Yours faithfully,

  
(ANJU MANGLA)

DEPUTY SECRETARY (SERVICES)

Encls: Annexure B.

No.F.3 (3)(1)/S.III/2020/ 2828

Dated: 14/12/2021

Copy forwarded to:-

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

  
(ANJU MANGLA)

DEPUTY SECRETARY (SERVICES)

PROFORMA

1. Name of the official :
2. Date of Birth :
3. Seniority Number in Steno Gr.III :
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)