

**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)/3/2016/S-III/ 181-183

Dated: 10/01/2017

To

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

**Sub:- Preparation of Panel of Senior Personal Assistants (Sr.P.A.s) for promotion to the post of Principal Private Secretary (P.P.S.) - reg..**

Sir/Madam,

This is with reference to this department's letter of even number dated 18.11.2016 and subsequent reminders dated 14.12.2016 and 26.12.2016 on the subject cited above. In this context, it is informed that the duly filled in Annexure B format along with other requisite documents, as shown against the names of each officer mentioned in Annexure A, is yet to be received from your department. To facilitate assessment of suitability of the officers for promotion to the post of Principal Private Secretary (PPS), these documents are urgently required.

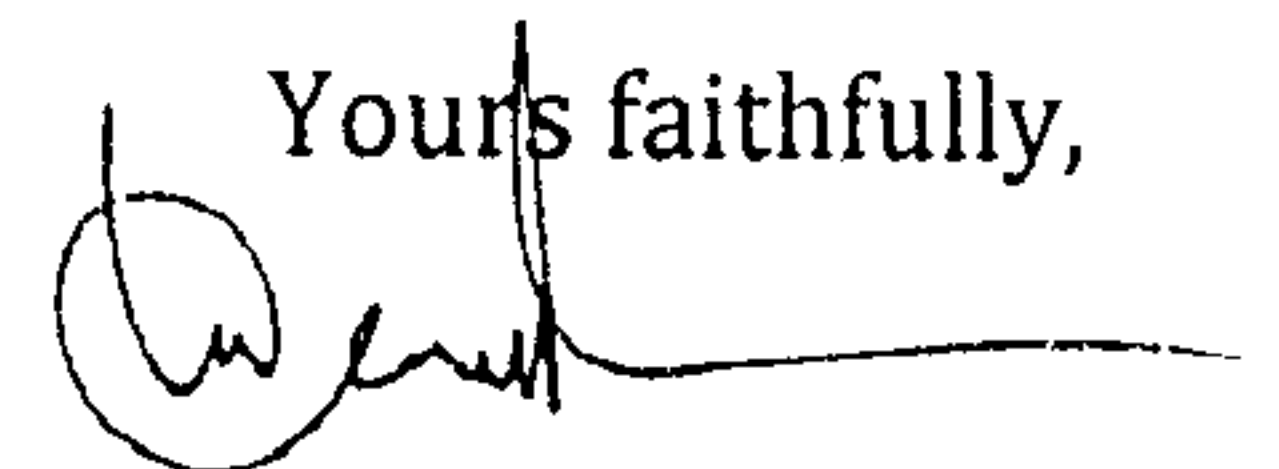
In this context it is also informed that in case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a **non-reporting certificate for the relevant period with valid reasons**, may be sent for each such case.

Further, if any of the officers 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 such officers may also be sent to this department so that further correspondence, if any, can be made as and when required.

**It may please be noted that only those Sr. Personal Assistants will be considered for promotion, whose records are made available and in case any officer is not considered for promotion due to non-furnishing of requisite information/documents by the concerned department, the onus shall rest with the department only.**

This may please be given TOP PRIORITY and the necessary documents may be furnished to this department latest by **20.01.2017**.

Yours faithfully,



**(MUKESH KUMAR SHARMA)**  
**DY. SECRETARY (SERVICES)**

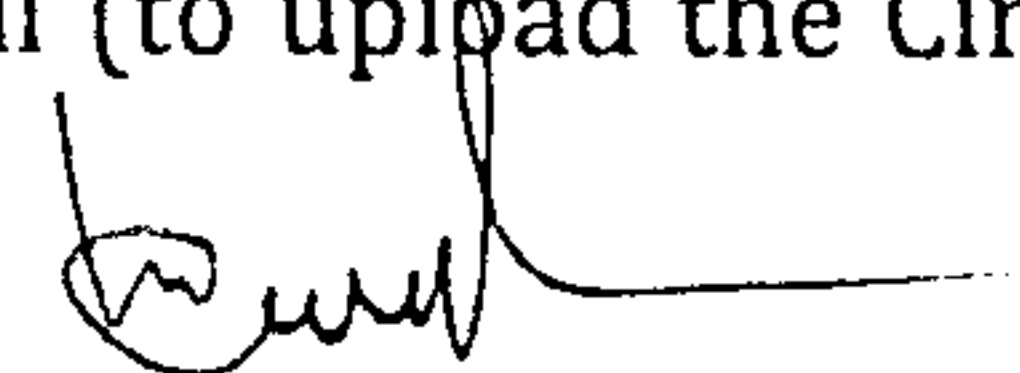
**Encls: Annexure A & B.**

No.F.3(3)/3/2016/S-III/ 181-183

Dated: 10/01/2017

Copy forwarded to:-

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



**(MUKESH KUMAR SHARMA)**  
**DY. SECRETARY (SERVICES)**

**Deficiency status of requisite documents in respect of eligible Sr. Personal Assistants for considering promotion to the post of Pr. Private Secretary**

| Sl. No. | Name of the Officer<br>(Sh./Smt./Kum.) | DOB      | Cat. | Snty. No. in Sr. P.A. post | Date of apppt. as Sr. P.A. | Present Deptt. | Documents required.   |
|---------|--|----------|------|----------------------------|----------------------------|----------------|---|
| 1       | Ashwani Kumar                          | 31.01.58 | UR   | 115                        | 20.12.07                   | LGS            | No Penalty Certificate & Detail of Court Cases, if any.   |
| 2       | Saroj Kumari                           | 13.11.57 | UR   | 116                        | 20.12.07                   | T&T            | No Penalty Certificate & Detail of Court Cases, if any.   |
| 3       | Supriya Nag (Retd.)                    | 19.07.56 | UR   | 118                        | 29.08.08                   | DDUH           | APARs 2012-13 to 2015-16, IC/VC, WC, No Penalty Certificate & Detail of Court Cases, if any.                            |
| 4       | D.C. Sabharwal                         | 01.09.56 | UR   | 123                        | 29.08.08                   | MAMC           | APARs 2011-12 to 2015-16, IC/VC, WC, No Penalty Certificate & Detail of Court Cases, if any.                            |
| 5       | K. Prema                               | 25.12.57 | UR   | 126                        | 29.08.08                   | TTE            | APARs 02.02.2013 to 31.03.2013(NRC); 31.12.2013 to 31.03.2014; 01.11.2014 to 31.03.2015, Detail of Court Cases, if any. |
| 6       | Saroj Bala<br>Sharma/Menon             | 13.04.59 | UR   | 128                        | 29.08.08                   | F&S            | IC/VC, WC, No Penalty Certificate & Detail of Court Cases, if any.  |
| 7       | Rajni Bala Gilani/<br>Baroota          | 31.07.60 | UR   | 131                        | 29.08.08                   | T&T            | Details of Court Cases & No Penalty Certificate   |
| 8       | Savita Sahi/ Dhawan                    | 21.01.60 | UR   | 132                        | 29.08.08                   | GBPH           | APARs 2011-12 to 2015-16, IC/VC, WC, Detail of Court Cases & No Penalty Certificate, if any.                            |

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