

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-III)
DELHI SECRETARIAT: 7TH LEVEL : 'B' WING
I.P. ESTATE: NEW DELHI - 110002.

Website: <http://services.delhigovt.nic.in>, Phone No: 2339-2239, Fax: 2339-2150

No.F.3(10)/2018- S.III/2100-2113

Date: 06-09-2019

ORDER NO. 72

Sanction of the Hon'ble Lt. Governor, Govt. of NCT of Delhi is hereby conveyed for **creation** of 51 (fifty one) posts of Principal Private Secretary in the Pay Matrix Level 11 (Rs.67700-208700) and 85 (eighty five) posts of Private Secretary in the Pay Matrix Level 8 (Rs.47600-151100) & **abolition** of 45 (forty five) posts of Personal Assistant in the Pay Matrix Level 7 (Rs.44900-142400) and 91 (ninety one) posts of Stenographer in the Pay Matrix Level 4 (Rs.25500-81100) in various departments with immediate effect. The department and Grade-wise details of posts are as under:-

S. No.	NAME OF THE DEPARTMENT	Principal Private Secretary			Private Secretary			Personal Assistant			Stenographer		
		Present Strength	Proposed creation	Revised strength	Present Strength	Proposed creation	Revised strength	Present Strength	Proposed abolition	Revised strength	Present Strength	Proposed abolition	Revised strength
1	Acharyashree Bhikshu Govt. Hospital	0	0	0	1	1	2	0	0	0	0	0	0
2	Deptt. of Administrative Reforms	0	1	1	1	1	2	2	1	1	2	1	1
3	Directorate of Agricultural Marketing	0	0	0	1	0	1	2	0	2	0	0	0
4	Ambedkar Institute of Advanced Communication Technologies & Research	0	0	0	1	0	1	2	0	2	1	0	1
5	Deptt. of Archaeology	0	0	0	1	0	1	1	0	1	0	0	0
6	Deptt. of Art, Culture & Language	0	1	1	1	1	2	1	1	0	0	0	0
7	Aruna Asaf Ali Govt. Hospital	0	0	0	1	0	1	1	0	1	0	0	0
8	Attar Sain Jain Eye & General Hospital	0	0	0	1	0	1	0	0	0	0	0	0
9	Directorate of Audit	0	0	0	1	1	2	4	0	4	1	1	0
10	Directorate of Ayush	0	0	0	1	0	1	2	0	2	1	0	1
11	A & U Tibbia College & Hospital	0	0	0	1	0	1	0	0	0	0	0	0
12	Babu Jagjivan Ram Memorial Hospital	0	0	0	1	0	1	1	0	1	0	0	0
13	Bhagwan Mahavir Hospital	0	0	0	1	0	1	1	0	1	1	0	1
14	Ch. Brahm Prakash Govt. Engineering College, Jaffarpur	0	0	0	2	0	2	4	0	4	4	0	4
15	O/o the Chief Electoral Officer	0	1	1	3	1	4	8	1	7	6	1	5
16	Deptt. of Chit Fund	0	0	0	1	0	1	1	0	1	0	0	0
17	College Of Art	0	0	0	1	0	1	2	0	2	0	0	0
18	Commission For Other Backward Classes	0	0	0	1	0	1	3	0	3	0	0	0
19	O/o the Commissioner For Persons With Disabilities	0	1	1	1	0	1	0	0	0	2	1	1
20	Deen Dayal Upadhyay Hospital	0	0	0	3	1	4	3	0	3	3	1	2
21	Deep Chand Bandhu Hospital	0	0	0	0	1	1	0	0	0	2	1	1
22	Deptt. of Archives	0	0	0	1	0	1	1	0	1	0	0	0
23	Delhi Commission For Safai Karamcharies	0	0	0	1	0	1	1	0	1	0	0	0
24	Delhi Commission For Women	0	0	0	4	0	4	2	0	2	0	0	0
25	Delhi Fire Service	0	0	0	1	0	1	3	0	3	0	0	0

S. No.	NAME OF THE DEPARTMENT	Principal Private Secretary			Private Secretary			Personal Assistant			Stenographer		
		Present Strength	Proposed creation	Revised strength	Present Strength	Proposed creation	Revised strength	Present Strength	Proposed abolition	Revised strength	Present Strength	Proposed abolition	Revised strength
26	Delhi Institute Of Pharmaceutical Science & Research	0	0	0	1	0	1	2	0	2	0	0	0
27	Delhi Legislative Assembly Secretariat	1	1	2	0	7	7	9	0	9	4	0	4
28	Delhi Minorities Commission	0	0	0	1	0	1	2	0	2	0	0	0
29	Delhi Subordinate Services Selection Board	0	2	2	7	0	7	7	2	5	5	0	5
30	Development Department	0	1	1	1	1	2	8	1	7	5	1	4
31	Dr. B.R. Sur Homeopathic Medical College, Hospital & Research Centre	0	0	0	1	0	1	1	0	1	0	0	0
32	Dr. Baba Saheb Ambedkar Hospital	0	0	0	1	0	1	2	0	2	0	0	0
33	Dr. Hedgewar Arogya Sansthan	0	0	0	1	0	1	1	0	1	0	0	0
34	Dr. N C Joshi Memorial Hospital	0	0	0	1	0	1	1	0	1	0	0	0
35	Drugs Control Department	0	0	0	1	0	1	2	0	2	2	0	2
36	Dte. of Economics & Statistics	0	0	0	1	0	1	2	0	2	1	0	1
37	Directorate of Education	0	2	2	1	9	10	40	2	38	55	9	46
38	Directorate of Employment	0	0	0	1	0	1	6	0	6	7	0	7
39	Environment Department	0	1	1	2	0	2	3	1	2	0	0	0
40	Deptt. of Excise, Entertainment & Luxury Tax	0	1	1	1	0	1	3	1	2	4	0	4
41	Directorate of Family Welfare	0	0	0	1	0	1	2	0	2	1	0	1
42	Deptt. of Food Supplies & Consumer Affairs	0	1	1	4	2	6	15	1	14	30	2	28
43	Deptt. of Food Safety	0	1	1	1	0	1	5	1	4	12	0	12
44	Forensic Science Laboratory	0	0	0	1	0	1	4	0	4	3	0	3
45	Deptt. of Forests & Wild Life	0	1	1	1	0	1	2	1	1	4	0	4
46	G. B. Pant Engineering College	0	0	0	2	0	2	2	0	2	4	0	4
47	General Administration Department	15	1	16	15	8	23	7	0	7	14	0	14
48	G B Pant Institute of Post Graduate Medical Education & Research	0	0	0	9	0	9	13	0	13	1	0	1
49	Directorate of Gurudwara Elections	0	0	0	1	0	1	1	0	1	0	0	0
50	Guru Gobind Singh Govt. Hospital	0	0	0	0	1	1	1	0	1	0	0	0
51	Guru Nanak Eye Centre	0	0	0	1	0	1	1	0	1	2	0	2
52	Guru Tegh Bahadur Hospital	0	1	1	3	0	3	7	1	6	10	0	10
53	Deptt. of Health & Family Welfare	1	1	2	0	1	1	0	0	0	7	1	6
54	Directorate General of Health Services	0	1	1	6	0	6	12	1	11	10	0	10
55	Deptt. of Higher Education	0	1	1	1	0	1	1	1	0	2	0	2
56	Directorate General of Home Guards	0	1	1	1	0	1	2	1	1	1	0	1
57	Industries Deptt.	0	1	1	2	0	2	10	1	9	7	0	7
58	Directorate of Information & Publicity	0	0	0	1	0	1	4	0	4	2	0	2
59	Deptt. of Information Technology	0	1	1	1	0	1	1	1	0	1	0	1
60	Irrigation & Flood Control Department	0	1	1	1	1	2	8	1	7	4	1	3
61	Jag Prवेश Chandra Hospital	0	0	0	1	0	1	1	0	1	1	0	1
62	Labour Department	0	1	1	1	0	1	20	1	19	24	0	24
63	Lal Bahadur Shastri Hospital	0	0	0	1	0	1	1	0	1	0	0	0
64	Land & Building Department	0	1	1	2	1	3	8	1	7	3	1	2
65	Department of Law, Justice & Legislative Affairs	0	1	1	1	2	3	4	1	3	4	2	1

S. No.	NAME OF THE DEPARTMENT	Principal Private Secretary			Private Secretary			Personal Assistant			Stenographer		
		Present Strength	Proposed creation	Revised strength	Present Strength	Proposed creation	Revised strength	Present Strength	Proposed abolition	Revised strength	Present Strength	Proposed abolition	Revised strength
66	Lok Nayak Hospital	0	1	1	7	0	7	4	1	3	3	0	3
67	O/o the Lokayukta	0	1	1	1	1	2	2	0	2	3	0	3
68	LG Secretariat	1	1	2	4	2	6	5	0	5	7	0	7
69	Maharishi Valmiki Hospital	0	0	0	1	0	1	1	0	1	0	0	0
70	Maulana Azad Medical College	0	0	0	19	0	19	34	0	34	4	0	4
71	NCC Department	0	0	0	1	0	1	2	0	2	0	0	0
72	Nehru Homeopathic Medical College & Hospital	0	0	0	1	0	1	1	0	1	0	0	0
73	Planning Department	0	1	1	1	1	2	9	1	8	9	1	8
74	Principal Accounts Office	0	0	0	1	1	2	4	0	4	5	1	4
75	Directorate General of Prisons	0	1	1	1	2	3	4	1	3	3	2	1
76	Directorate of Prohibition	0	0	0	1	0	1	1	0	1	0	0	0
77	Directorate of Prosecution	0	0	0	1	3	4	12	0	12	12	3	9
78	Pt. Madan Mohan Malaviya Hospital	0	0	0	1	0	1	1	0	1	0	0	0
79	Public Grievances Commission	0	2	2	2	0	2	4	0	4	1	0	1
80	Rao Tula Ram Memorial Hospital	0	0	0	1	0	1	1	0	1	0	0	0
81	O/o the Registrar Of Cooperative Societies	0	1	1	1	0	1	2	1	1	9	0	9
82	Rehabilitation Services	0	0	0	0	0	0	0	0	0	0	0	0
83	Revenue Department	0	1	1	14	10	24	36	1	35	59	10	49
84	Rural Development	0	0	0	1	0	1	1	0	1	3	0	3
85	Sanjay Gandhi Memorial Hospital	0	0	0	1	1	2	3	1	2	0	0	0
86	Sardar Vallabh Bhai Patel Hospital	0	0	0	1	0	1	1	0	1	0	0	0
87	Satyawadi Raja Harish Chandra Hospital	0	0	0	1	0	1	1	0	1	0	0	0
88	Shri Dada Dev Matri Avum Shishu Chiksalaya	0	0	0	1	0	1	0	0	0	1	0	1
89	Department of Social Welfare	0	1	1	2	1	3	19	1	18	8	1	7
90	Tourism Department	0	1	1	1	0	1	2	1	1	0	0	0
91	Department of Trade & Taxes	0	3	3	20	9	29	38	8	30	126	41	85
92	Deptt. of Training & Technical Education	0	2	2	2	2	4	9	2	7	21	2	19
93	Transport Department	0	2	2	2	1	3	4	2	2	12	1	11
94	Deptt. of Urban Development	1	0	1	2	3	5	5	0	5	16	3	13
95	UTCS: Dte. Of Training	0	1	1	1	1	2	2	1	1	5	1	4
96	Directorate of Vigilance	0	1	1	2	2	4	3	0	3	2	0	2
97	O/o the Legal Metrology Department/Weights & Measures Department Of	0	0	0	1	0	1	1	0	1	0	0	0
98	Deptt. for Welfare of SC/ST/OBC/Minorities	0	1	1	1	0	1	1	1	0	3	0	3
99	Directorate of Women & Child Development	0	0	0	0	2	2	0	0	0	10	2	8
100	Power Department	0	1	1	0	1	1	0	0	0	0	0	0
101	Police Complaint Authority	0	2	2	0	2	2	0	0	0	1	0	1
TOTAL:		19	51	70	208	85	293	479	45	434	576	91	485

The posts of Personal Assistant and Stenographer so abolished shall only take effect from the date the post is vacated by the present incumbents either by promotion or transfer.

The expenditure on this account will be debitable to the Head of Account of the concerned departments in which the posts of Principal Private Secretary and Private Secretary are created.

The budgetary provision under appropriate Head of Accounts may be ascertained by respective departments and shortfall of budgetary provision may be revised at the ME/RE stage with the concurrence of Finance/Planning Department.

This issues with prior concurrence of Finance (Expenditure-V) Department, Govt. of NCT of Delhi with reference to their U.O. NO. DSV/170 dated 04.09.2019.


(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)

No.F.3(10)/2018- S.III/2100-2113

Date: 06-09-2019

Copy forwarded for information and necessary action to:-

1. Joint Secretary to Hon'ble Lt. Governor, GNCT of Delhi.
2. OSD to the Chief Secretary, Office of the Chief Secretary, GNCT of Delhi.
3. P.A. to the Secretary (Services), Services Department, GNCT of Delhi.
4. All Heads of the Departments, Govt. of NCT of Delhi.
5. P.A. to the Special Secretary-I & II/Deputy Secretary-I & II (Services), Services Department, GNCT of Delhi.
6. The Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi.
7. The Additional Director, AR Department, Govt. of NCT of Delhi.
8. The Deputy Secretary (Finance Expenditure-V), Finance Department, Govt. of NCT of Delhi.
9. The Joint Director, Planning Department, Govt. of NCT of Delhi.
10. The Section Officer (S-I/II/IV/ACP), Services Department, GNCT of Delhi.
- ✓ 11. The Section Officer (Coordination), Services Department with the direction to upload the order on the website of Services Department.
12. Guard file.


(BHAIRAB DUTT)
DEPUTY SECRETARY-III (SERVICES)