

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT- (III)**  
**B WING, 5<sup>TH</sup> LEVEL, DELHI SECRETARIAT,**  
**NEW DELHI 110002**

F.3(3)/2/PROM./P.A./S.III/2025/

Dated:

To

HODs concerned.  
Government of NCT of Delhi,  
Delhi/New Delhi.

**Sub: Preparation of panel of Personal Assistants for consideration of their promotion to the post of Private Secretary on regular basis.**

Sir/Madam,

Kindly refer to this office letter no. F.3(3)/2/PROM/P.A./S.III/2025/250-254 dated 12.03.2025 and subsequent reminder letters dated 09.05.2025, 28.05.2025 and 11.06.2025 on the subject cited above. In this context, it is informed that the requisite documents in respect of some eligible Personal Assistant officials are not received from their departments to facilitate the assessment of the officials for promotion to the post of Private Secretary (PS) and their cases were deferred by DPC held on 26.06.2025.

It is, therefore, once again requested to kindly furnish the requisite documents in respect of 07 officials whose cases were deferred by DPC held on 26.06.2025, as mentioned in the list enclosed herewith this letter.

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.

It may please be noted that only those officers will be considered for empanelment in respect of whom all the records are made available and in case any officer is not considered for promotion due to non-furnishing of requisite information by the concerned department the onus shall solely rest with the Department.

This may be given **TOP PRIORITY** and necessary documents/information may be furnished to this department **at the earliest**.

**Encl:** List of officials.

Yours faithfully,

**(RAJESH SACHDEVA)**  
**DEPUTY SECRETARY (SERVICES)**



F.3(3)/2/PROM./P.A./S.III/2025/

Dated:

Copy forwarded to the following for information & necessary action:

1. The Deputy Secretary (APAR/ACR CELL, S-IV), Services Department, GNCT of Delhi.
2. The Section Officer, Services-IV Branch, Services Department with the request to prepare the detailed grading chart of the ACRS/APARS in respect of the officials (as per list as Annexure 'A') and provide the same to Services-III Branch before the meeting of Departmental Promotion Committee is convened.
3. The Section Officer (Coordination), Services Department, GNCT of Delhi, with the request to upload this letter along with list of officials on the website of Services Department for vide circulation.

Digitally signed by  
Rajesh Sachdeva

**(RAJESH SACHDEVA)**

**DEPUTY SECRETARY (SERVICES)**



## List of officials whose documents are not received

S. No.	Snty. No.	Name of official	Cat.	DOB	DOJ	Dept.
1.	427	RAMESH KUMAR	UR	22-09-1966	29.08.2008	OBC (DIV FROM PLG)
2.	706	RAJEEV RANJAN KUMAR	OBC	04-03-1975	15.05.2012	T&T
3.	714	VIJAY PAL	UR	11-10-1967	18-07-2013	DCSK (DIV FROM EDN)
4.	729	RAKESH KUMAR SHARMA	UR	06-05-1973	30-06-2012	DSW
5.	745	LOKESH KUMAR	SC	02-08-1972	15.05.2012	DSSSB
6.	746	KASHI RAM	SC	08-09-1968	28-07-2022	UD
7.	789	A RAM DASS (VH)	UR	04-11-1972	02.12.2016	LNH