

**MOST URGENT
REMINDER-II**

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

F.3(3)/1/PROM/PS/S-III/2026/I/184260/2026

Dated: 07-10-2026

To

All Concerned HODs.
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 Dated 29.06.2026, 02-07-2026 & subsequent reminder letter dated 21.08.2026, on the subject cited above. In this context, it is informed that the requisite documents in respect of many eligible Personal Assistant officials are yet to be received from their departments to facilitate the assessment of the officials for promotion to the post of Private Secretary (PS).

Further, 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.

In view of the above, it is once again requested that the requisite documents/information (as per enclosed list), may kindly be furnished to this department at the earliest, so as to enable timely completion of the assessment process.

This may be given **TOP PRIORITY** and necessary documents/information may be furnished to this department **by 21.10.2026**.

Yours faithfully,

Encl: List of officials.


(Jitendra Kumar Arora)
Deputy Secretary (Services)

LIST OF OFFICIALS (P.A.) WHOSE DOCUMENTS ARE STILL AWAITED

S.No.	Seniority Number	Name of the Official	Category	Date of Birth	Departments	DOCUMENTS REQUIRED
1	786	ANIL KUMAR	SC	04.10.1975	BSAH	VIGILANCE CLEARANCE
2	797	AMRENDRA PATEL	UR	10.11.1983	CMO (DIV FROM GBPH)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING
3	698	RANJAN KUMAR	UR	04.07.1974	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 28.07.2022 to 14.11.2022, 2023-24
4	718	KRISHAN PANDEY	UR	16.10.1976	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING
5	768	LAKSHMI NALAVALLI	OBC	01.01.1973	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING,
6	794	RASHMI RANJAN KUMAR	UR	01.03.1981	LGS (DIV FROM DCO)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING,
7	775	SUSANTA KUMAR SAHOO	OBC	08.07.1969	DDUH	APAR 01.07.2019 to 07.07.2019, 01.12.2019 TO 07.12.2019, 2023-24
8	785	RAVINDER KUMAR	SC	08.07.1972	DHS	APAR 01.04.2022 to 16.08.2022
9	859	REENA BISHT (VH)	UR	10.12.1983	EDN	UTCS CERTIFICATE
10	798	NISHANT KUMAR	UR	19.11.1982	MIN, PWD/LA/I&FC/WATER AND GE (DIV FROM EDN)	APAR 01.03.2020 TO 31.03.2020
11	774	SISIRA KUMAR MATI	OBC	18.02.1970	DSCDRC	APAR 2023-24
12	783	PADAM SINGH	SC	23.10.1969	DSCDRC	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 01.02.2019 to 31.03.2019, 21.12.2022 to 31.03.2023, 2023-24
13	745	LOKESH KUMAR	SC	02.08.1972	DSSSB	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23, 2023-24
14	793	RANJIT KUMAR	OBC	25.01.1978	FSL	APAR 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24
15	780	REKHA MOHANAN	OBC	09.05.1978	HOME (DIV FROM LNH)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING
16	763	SUJEET KUMAR	SC	22.09.1976	IND	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS
17	764	SANJAY	OBC	01.01.1969	IND	APAR 2022-23, 2023-24
18	789	A RAM DASS (VH)	UR	04.11.1972	LNH	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24
19	769	KOLLIPAR ARUNA	OBC	04.06.1976	LOKYT	APAR 2018-19
20	427	RAMESH KUMAR (Suspended)	UR	22.09.1966	OBC (DIV FROM PLG)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24
21	720	CHATTAR PAL SINGH	UR	02.04.1976	PROSE	VC, APAR 2022-23, 2023-24
22	706	RAJEEV RANJAN KUMAR	OBC	04.03.1975	T&T	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 06.02.2023 to 31.03.2023, 2023-24
23	782	JAGDISH KUMAR	SC	10.10.1971	HRCC (DIV FROM T&T)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE
24	717	MANISH BATRA	UR	10.08.1976	TTE	APAR 30.10.20 TO 1.11.20