

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

F.3(3) /2/ PROM./P.A./S.III/2025 / 250-254

Dated: 12/03/25

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,

I am directed to inform you that this Department is initiating process to fill up the vacant posts of Private Secretary from eligible Personal Assistants. The list of such Personal Assistant officials, as per Annexure 'A', is being enclosed.

In this connection, following information/documents, in respect of all eligible officials mentioned in Annexure A, are required for assessment of their suitability for regular promotion to the post of Principal Private Secretary:-

- (a) Annexure B (duly filled)
- (b) Integrity Certificate/ Work & Conduct Report/ No Penalty Certificate (Annexure-C).
- (c) Vigilance Clearance Report.
- (d) Details of court cases, if any.
- (e) APARs for the preceding Six years (2017-18 to 2022-23).
- (f) Certificate regarding completion of training programme at least two weeks conducted by UTCS.

The requisite APARs in respect of the officials mentioned in the Annexure 'A' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5th Level, B-Wing, Delhi Secretariat, New Delhi. 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 is also requested that HOD(s) concerned shall provide Vigilance Clearance strictly in accordance with OM No. 22034/4/2012-Estt.(D) dated 02/11/2012 issued by DoPT, GOI in respect of the officials being considered for promotion.

The requisite documents/information strictly in the prescribed format along with application proforma enclosed herewith in respect of the officers mentioned in the Annexure-A may be made available to determine their eligibility for the post of PS.



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 **latest by 11.04.2025**.

Encl: Annexure 'A', 'B', 'C'.

Yours faithfully,

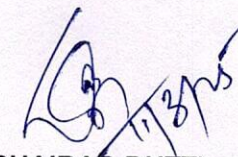

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

F.3(3) /2/ PROM./P.A./S.III/2025 / 250 - 254

Dated: 12/03/25

Copy forwarded to the following for information & necessary action:-

1. The Deputy Secretary (Services-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 when 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 Annexure 'A', 'B' & 'C' on the website of Services Department for vide circulation.
4. The Section Officer (Monitoring Cell), Services Department, GNCT of Delhi, with the request to coordinate with the departments for timely submission of documents.


(BHAIRAB DUTT)
Deputy Secretary (Services)

List of officials for calling documents

| S.No. | Seniority Number | Name of the Official | Category | Date of Birth | Department |
|-------|------------------|--------------------------|----------|---------------|------------------------|
| 1 | 427 | RAMESH KUMAR (Suspended) | UR | 22.09.1966 | OBC (DIV FROM PLG) |
| 2 | 647 | ASHOK KUMAR | SC | 01.01.1969 | F&WL |
| 3 | 649 | ANJU BANGA | SC | 18.04.1971 | PROSE |
| 4 | 650 | JITENDER KUMAR | SC | 25.08.1971 | MIN-F&S/ENV/F&WL (F&S) |
| 5 | 651 | SANYOGITA SINGH | SC | 10.07.1969 | DSCDRS |
| 6 | 652 | VEENA TOMAR | SC | 14.05.1967 | PROSE |
| 7 | 653 | DEVENDER SINGH | SC | 11.11.1969 | DSCDRC |
| 8 | 656 | SUSHMA RANI | SC | 16.07.1973 | MAMC |
| 9 | 657 | RENU BALA | SC | 22.03.1973 | GBPH |
| 10 | 658 | JAMNA | SC | 09.07.1968 | IND |
| 11 | 659 | REKHA | SC | 12.08.1967 | LAS (DIV FROM LAB) |
| 12 | 660 | CHUNNI LAL | SC | 12.01.1968 | MIN-SW (EDN) |
| 13 | 661 | VIJAY KUMAR | SC | 27.07.1972 | MAMC |
| 14 | 663 | CHANDER KANTA | SC | 21.03.1970 | LAS |
| 15 | 664 | SANDHYA | SC | 17.08.1973 | DSSSB |
| 16 | 665 | DHARAM PAL SINGH | SC | 30.07.1965 | PAO |
| 17 | 666 | SARITA | SC | 07.09.1967 | L&B |
| 18 | 667 | JANAK KUMARI | SC | 06.02.1974 | IND |
| 19 | 668 | RAJ KUMARI | SC | 09.08.1965 | MNH |
| 20 | 670 | SUDESH KALIA | UR | 13.08.1975 | DSCDRC |
| 21 | 671 | SONIKA ARORA/ KHANNA | UR | 18.04.1975 | DHG |
| 22 | 672 | RAMA RANI TANEJA | UR | 29.06.1974 | DSCDRC |
| 23 | 673 | PARVEEN KUMAR | UR | 04.09.1970 | CJAIL |
| 24 | 675 | DINESHWARI BHANDARI | UR | 21.05.1971 | GAD |
| 25 | 676 | NARENDER SINGH RAWAT | UR | 26.08.1974 | ENV |
| 26 | 678 | ANIL KUMAR | UR | 10.05.1972 | CMO (DIV FROM T&T) |
| 27 | 679 | POONAM MALIK | UR | 30.07.1970 | DCO |
| 28 | 680 | SURINDER KUMAR | SC | 08.05.1975 | LAB |
| 29 | 681 | SUSHIL T.C. | OBC | 22.02.1972 | FIN (DIV FROM DCO) |

| | | | | | |
|----|-----|--------------------------------|-----|------------|-------------------------|
| 30 | 682 | Naresh Kumar | SC | 19.10.1973 | PWD (DIV FROM EDN) |
| 31 | 684 | DHARMINDER DABAS | OBC | 01.01.1976 | LAS |
| 32 | 685 | SANJEEV KUMAR | UR | 15.12.1976 | EXCISE |
| 33 | 686 | JAGAT SINGH | UR | 04.05.1972 | MIN-EDN (DIV FROM EDN) |
| 34 | 687 | REENA SAPRA | UR | 01.03.1973 | W&M |
| 35 | 688 | SUMAN KUMAR SINGH | UR | 01.12.1974 | GBPH |
| 36 | 690 | SUJEET KUMAR | UR | 01.06.1976 | NCJH |
| 37 | 691 | RAKESH KUMAR SINGH | UR | 15.10.1974 | CEO (DIV FROM LAB) |
| 38 | 692 | KRISHNA DEO CHAURASIA | OBC | 01.01.1971 | CEO |
| 39 | 693 | ARVIND KUMAR | UR | 17.01.1977 | FSL |
| 40 | 694 | BIRENDERA KUMAR | UR | 05.06.1975 | DCO |
| 41 | 696 | ARUN KUMAR PRASAD | OBC | 31.12.1969 | LOO (DIV FROM LAB) |
| 42 | 697 | SANTOSH KUMAR SINGH | UR | 20.01.1976 | RD |
| 43 | 698 | RANJAN KUMAR | UR | 04.07.1974 | DCO |
| 44 | 699 | RAJIV KUMAR | UR | 01.08.1970 | DCW |
| 45 | 700 | SANJAY SHAH | UR | 05.01.1971 | LAS |
| 46 | 701 | SANIR KUMAR | UR | 11.04.1970 | LOO (DIV FROM LAS) |
| 47 | 702 | RAVINDRA SINGH | OBC | 14.01.1971 | IND |
| 48 | 703 | NEERAJ PAL | OBC | 30.07.1972 | GAD |
| 49 | 704 | AMAR NATH | OBC | 09.10.1968 | CHIPWHIP (DIV FROM DSW) |
| 50 | 705 | P.APARNA | UR | 17.04.1975 | LBSH |
| 51 | 706 | RAJEEV RANJAN KUMAR | OBC | 04.03.1975 | T&T |
| 52 | 707 | CH VENKATA LAKSHMI SURYAKUMARI | UR | 15.06.1973 | DSSSB |
| 53 | 708 | MAYA RANI | SC | 09.08.1975 | LAB |
| 54 | 709 | MAREPALLI SAILAJA (CHITTI). | UR | 30.11.1977 | MIN-SW (DIV FROM DEV) |
| 55 | 710 | SURENDER KUMAR DAHIYA | SC | 01.07.1969 | TURSM |
| 56 | 711 | SWAPNA HARIT | SC | 20.03.1971 | COA |
| 57 | 712 | UMA JOSHI | UR | 19.07.1973 | DSCDRC |
| 58 | 713 | CHARU BAJAJ/ KOHLI | UR | 23.03.1974 | EDN |
| 59 | 714 | VIJAY PAL | UR | 11.10.1967 | DCSK (DIV FROM EDN) |
| 60 | 716 | RAJANI NEGI | UR | 04.09.1976 | LAB |

| | | | | | |
|----|-------|-----------------------------|----|------------|-----------------------|
| 61 | 717 | MANISH BATRA | UR | 10.08.1976 | TTE |
| 62 | 718 | KRISHAN PANDEY | UR | 16.10.1976 | DCO |
| 63 | 719 | NISHA SHARMA | UR | 26.09.1975 | LOKYT |
| 64 | 720 | CHATTAR PAL SINGH | UR | 02.04.1976 | PROSE |
| 65 | 720 A | LAVANYA. B. | UR | 02.09.1977 | EXCISE |
| 66 | 721 | REKHA GERA | UR | 26.03.1974 | NCC |
| 67 | 722 | KAILASH CHAND PANDEY | UR | 01.09.1975 | ANH (DIV FROM GAD) |
| 68 | 724 | MANJU RANI VERMA/ SANDAL | UR | 04.01.1972 | DCO |
| 69 | 725 | ANITA KUMARI /BUDHIRAJA | UR | 23.11.1976 | I&FC |
| 70 | 726 | ROHIT BHARDWAJ | UR | 01.09.1971 | L&B |
| 71 | 727 | HARISH CHANDRA | UR | 01.04.1974 | DOV (DIV FROM EDN) |
| 72 | 728 | MUKESH CHANDER DHYANI | UR | 05.10.1971 | MHA (DIV FROM GBPH) |
| 73 | 729 | RAKESH KUMAR SHARMA | UR | 06.05.1973 | DSW |
| 74 | 730 | SUNITA MAMGAIN | UR | 05.02.1975 | EDN |
| 75 | 732 | S.SANDHYA | UR | 10.12.1975 | PAO |
| 76 | 733 | BHARAT SINGH PATWAL | UR | 02.04.1977 | CMO (DIV FROM UTCS) |
| 77 | 734 | GEETA NARANG/ SURI | UR | 01.03.1974 | DES |
| 78 | 735 | JYOTI UJLA/ BABBAR | UR | 12.01.1973 | LAB |
| 79 | 737 | KANWAL BALA /SANEJA | UR | 21.09.1971 | LOO (DIV FROM DSW) |
| 80 | 738 | P.SUNITA | UR | 09.10.1973 | DCO |
| 81 | 739 | RISHI KAPOOR | UR | 10.05.1974 | IT |
| 82 | 740 | JOGINDER KUMAR | SC | 09.04.1972 | IT (DIV FROM PLG) |
| 83 | 741 | NIRMALA NIRMAL | SC | 26.01.1973 | I&FC |
| 84 | 742 | HANS RAJ | SC | 15.07.1973 | CMO (DIV FROM EDN) |
| 85 | 743 | MAHASWETA DAS | SC | 29.02.1968 | CEO |
| 86 | 744 | KANHU CHARAN SAMAL | SC | 07.04.1972 | LAW |
| 87 | 745 | LOKESH KUMAR | SC | 02.08.1972 | DSSSB |
| 88 | 746 | KASHI RAM | SC | 08.09.1968 | UD |
| 89 | 747 | ANIL KUMAR | SC | 29.07.1972 | SEC (DIV FROM DSW) |
| 90 | 748 | DHIRAJ | SC | 03.10.1975 | NEDRCC (DIV FROM EDN) |
| 91 | 749 | DEBATOSH MONDAL | SC | 29.03.1972 | SEC (DIV FROM EDN) |

36/c

| | | | | | |
|-----|-----|-----------------------|----|------------|-------------------------|
| 92 | 750 | MADAN LAL | SC | 18.09.1971 | DSCDRC |
| 93 | 751 | JITENDRA KUMAR BEHERA | SC | 15.03.1977 | LGS |
| 94 | 752 | RAMVIR SINGH | SC | 07.02.1975 | PCA (DIV FROM IND) |
| 95 | 753 | RITU SAWHNEY/JUNEJA | UR | 11.04.1976 | T&T |
| 96 | 755 | GEETA MONGA | UR | 17.03.1974 | EDN |
| 97 | 757 | NEELAM RANI/ REHAN | UR | 30.03.1976 | TPT |
| 98 | 758 | VISHAL PIPLANI | UR | 22.07.1975 | TTE (DIV FROM EDN) |
| 99 | 759 | SANJAY KUMAR | UR | 18.08.1970 | MIN-ENV/FOREST (DAM) |
| 100 | 760 | T. VIMALA SEKHAR | UR | 31.08.1971 | AUD |
| 101 | 787 | REMA SUNDERAJAN (VH) | UR | 31.05.1967 | EDN |
| 102 | 788 | GURPREET KAUR WALIA | UR | 22.08.1975 | EDN |
| 103 | 789 | A RAM DASS (VH) | UR | 04.11.1972 | LNH |
| 104 | 792 | BABINDER SINGH (VH) | UR | 12.03.1975 | EDN |
| 105 | 859 | REENA BISHT (VH) | UR | 10.12.1983 | EDN |

ANNEXURE-B

PROFORMA

1. Name of the official :
2. Date of Birth :
3. Seniority Number :
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)

ANNEXURE-C

INTEGRITY CERTIFICATE

It is certified that _____ is working in
_____ since _____ and it is also certified that
his/her integrity is beyond doubt.

HEAD OF OFFICE
(with official seal)

WORK AND CONDUCT REPORT

It is certified that _____ is working in
_____ since _____
and it is further certified that his/her work and conduct is satisfactory.

HEAD OF OFFICE
(with official seal)

NO PENALTY CERTIFICATE

It is certified that No Minor/Major Penalty has been imposed upon
_____ during the last ten years as per
his/her service book record.

HEAD OF OFFICE
(with official seal)