

REMINDER

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/ 572-576

Dated: 09/05/25

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,

Kindly refer to this office letter no. F.3(3)/2/PROM/P.A./S.III/2025/250-254 dated 12.03.2025, 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).

It is, therefore, once again requested to kindly furnish the requisite documents, as mentioned in the list enclosed herewith this letter.

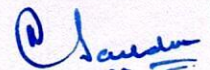
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the **non-available APAR(s), a non-reporting certificate for the relevant period** with valid reasons, may be sent for each such case.

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 **latest by 26.05.2025**.

Encl: List of officials.

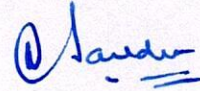
Yours faithfully,



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

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 enclosed) 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 enclosed list 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.



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

LIST OF OFFICIALS FOR CALLING DOCUMENTS

S. No.	Seniority Number	Name of the Official	Category	Date of Birth	Department	Documents Required
1	427	RAMESH KUMAR (Suspended)	UR	22.09.1966	OBC (DIV FROM PLG)	PERFORMA, IC/WC, VC, NO PENALTY, Court Case Certificate, UTCS TRAINING, APAR 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23
2	647	ASHOK KUMAR	SC	01.01.1969	F&WL	Court Case Certificate, APAR 2022-23
3	649	ANJU BANGA	SC	18.04.1971	PROSE	APAR 28.07.22 to 31.03.23
4	650	JITENDER KUMAR	SC	25.08.1971	MIN-F&S/ENV/F&WL (F&S)	Court Case Certificate VC OF MIN ,APAR2022-23
5	651	SANYOGITA SINGH	SC	10.07.1969	DSCDRS	PERFORMA, IC/WC, VC, NO PENALTY, Court Case Certificate, UTCS TRAINING, APAR 29.03.22 to 31.03.22, 2022-23
6	652	VEENA TOMAR	SC	14.05.1967	PROSE	APAR 2022-23
7	653	DEVENDER SINGH	SC	11.11.1969	DSCDRC	PERFORMA, IC/WC, VC, NO PENALTY, Court Case Certificate, UTCS TRAINING, APAR 2022-23
8	656	SUSHMA RANI	SC	16.07.1973	MAMC	Court Case Certificate, APAR 2022-23
9	657	RENU BALA	SC	22.03.1973	GBPH	APAR 2022-23
10	658	JAMNA	SC	09.07.1968	IND	APAR 01.10.20 to 04.10.20, 03.03.22 to 31.03.22,2022-23
11	659	REKHA	SC	12.08.1967	LAS (DIV FROM LAB)	APAR 15.11.19 to 31.03.20, 2022-23
12	660	CHUNNI LAL	SC	12.01.1968	MIN-SW (EDN)	Court Case Certificate VC OF MIN ,APAR 2022-23
13	661	VIJAY KUMAR	SC	27.07.1972	MAMC	Court Case Certificate, PERFORMA & ANNEXURE NOT ATTESTED, APAR 2022-23
14	663	CHANDER KANTA	SC	21.03.1970	LAS	APAR 2022-23
15	664	SANDHYA	SC	17.08.1973	DSSSB	APAR 17.02.22 to 31.03.22
16	665	DHARAM PAL SINGH	SC	30.07.1965	PAO	APAR 01.04.21 to 30.09.21 2022-23
17	666	SARITA	SC	07.09.1967	L&B	APAR 05.09.22 to 31.03.22
18	667	JANAK KUMARI	SC	06.02.1974	IND	APAR 2022-23
19	670	SUDESH KALIA	UR	13.08.1975	DSCDRC	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING,APAR 2022-23
20	672	RAMA RANI TANEJA	UR	29.06.1974	DSCDRC	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING,APAR 2022-23
21	673	PARVEEN KUMAR	UR	04.09.1970	CJAIL	APAR 01.07.22 to 31.03.23
22	675	DINESHWARI BHANDARI	UR	21.05.1971	GAD	APAR 27.07.22 to 31.03.23
23	676	NARENDER SINGH RAWAT	UR	26.08.1974	ENV	APAR 2021-22 2022-23

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24	678	ANIL KUMAR	UR	10.05.1972	CMO (DIV FROM T&T)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2017-18, 2018-19, 10.12.20 to 31.03.20, 2021-22, 2022-23
25	679	POONAM MALIK	UR	30.07.1970	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
26	680	SURINDER KUMAR	SC	08.05.1975	LAB	APAR 2018-19, 2019-20, 01.04.20 to 21.05.20, 2021-22 & 2022-23
27	681	SUSHIL T.C.	OBC	22.02.1972	FIN (DIV FROM DCO)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 01.04.19 to 22.04.19 & 2022-23
28	682	Naresh Kumar	SC	19.10.1973	PWD (DIV FROM EDN)	APAR 01.07.18 NRC
29	684	DHARMINDER DABAS	OBC	01.01.1976	LAS	APAR 2022-23
30	685	SANJEEV KUMAR	UR	15.12.1976	EXCISE	Court Case Certificate, APAR 2022-23
31	686	JAGAT SINGH	UR	04.05.1972	MIN-EDN (DIV FROM EDN)	Court Case Certificate, APAR 2022-23
32	687	REENA SAPRA	UR	01.03.1973	W&M	APAR 2020-21, 2021-22, 2022-23
33	688	SUMAN KUMAR SINGH	UR	01.12.1974	GBPH	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
34	690	SUJEET KUMAR	UR	01.06.1976	NCJH	APAR 2022-23
35	691	RAKESH KUMAR SINGH	UR	15.10.1974	CEO (DIV FROM LAB)	APAR 2017-18, 2022-23
36	692	KRISHNA DEO CHAURASIA	OBC/GEN	01.01.1971	CEO	Court Case Certificate, APAR 11.07.21 to 12.07.21, 01.08.19 to 05.08.19, 2022-23
37	693	ARVIND KUMAR	UR	17.01.1977	FSL	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
38	694	BIRENDERA KUMAR	UR	05.06.1975	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
39	696	ARUN KUMAR PRASAD	OBC	31.12.1969	LAS	PERFORMA, VC & IC FROM LAS, APAR 2022-23
40	697	SANTOSH KUMAR SINGH	UR	20.01.1976	RD	APAR 01.04.17 to 27.06.17 2020-21, 2021-22, 2022-23
41	698	RANJAN KUMAR	UR	04.07.1974	CMO (DIV FROM DCO)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2023-24
42	700	SANJAY SHAH	UR	05.01.1971	LAS	APAR 2017-18, 2022-23
43	701	SANIR KUMAR	UR	11.04.1970	LAS	LOO DEPARTMENT VIG , APAR 2022-23

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44	702	RAVINDRA SINGH	OBC	14.01.1971	IND	APAR 2018-19, 2019-20, 2020-21, 2022-23
45	703	NEERAJ PAL	OBC	30.07.1972	GAD	APAR 2022-23
46	704	AMAR NATH	OBC	09.10.1968	CHIPWHIP (DIV FROM DSW)	NO PENALTY, Court Case Certificate, UTCS, APAR 2022-23
47	705	P. APARNA	UR	17.04.1975	LBSh	Court Case Certificate, APAR 2022-23
48	706	RAJEEV RANJAN KUMAR	OBC	04.03.1975	T&T	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
49	707	CH VENKATA LAKSHMI SURYAKUMARI	UR	15.06.1973	DSSSB	APAR 16.11.18 01.06.22 to 31.03.22
50	708	MAYA RANI	SC	09.08.1975	LAB	APAR 2021-22, 01.04.22 to 29.04.22, 28.07.22 to 31.03.23
51	709	MAREPALLI SAILAJA (CHITTI).	UR	30.11.1977	MIN-SW (DIV FROM DEV)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
52	710	SURENDRA KUMAR DAHIYA	SC	01.07.1969	TURSM	APAR 2022-23
53	711	SWAPNA HARIT	SC	20.03.1971	COA	Court Case Certificate, APAR 2022-23
54	712	UMA JOSHI	UR	19.07.1973	DSCDRC	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 20.01.22 to 31.03.22, 2022-23
55	713	CHARU BAJAJ/ KOHLI	UR	23.03.1974	EDN	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
56	714	VIJAY PAL	UR	11.10.1967	DCSK (DIV FROM EDN)	Court Case Certificate VC OF DCSK, APAR 30.09.17 2018-19, 2022-23
57	716	RAJANI NEGI	UR	04.09.1976	LAB	APAR 28.07.22 to 31.03.23
58	717	MANISH BATRA	UR	10.08.1976	TTE	Court Case Certificate, APAR 30.10.20 to 18.11.20, 29.11.22 to 31.03.22
59	718	KRISHAN PANDEY	UR	16.10.1976	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2020-21, 2021-22, 2022-23
60	719	NISHA SHARMA	UR	26.09.1975	LOKYT	Court Case Certificate & UTCS Training, APAR 2022-23
61	720	CHATTAR PAL SINGH	UR	02.04.1976	PROSE	APAR 01.04.17 to 05.12.17 2022-23
62	720 A	LAVANYA. B.	UR	02.09.1977	EXCISE	Court Case Certificate, APAR 01.04.17 to 31.10.17, 2019-20, 2020-21, 2021-22, 2022-23
63	721	REKHA GERA	UR	26.03.1974	NCC	APAR 18.01.22 to 31.03.22, 2022-23

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64	722	KAILASH CHAND PANDEY	UR	01.09.1975	ANH (DIV FROM GAD)	ANH VC, APAR 28.05.22 to 31.03.23
65	724	MANJU RANI VERMA/ SANDAL	UR	04.01.1972	DCO	Court Case Certificate, APAR 2022-23
66	725	ANITA KUMARI /BUDHIRAJA	UR	23.11.1976	I&FC	Court Case Certificate, APAR 2022-23
67	726	ROHIT BHARDWAJ	UR	01.09.1971	L&B	APAR 01.08.21 to 16.08.21, 15.10.21 to 31.10.21, 01.08.19 to 31.08.19, 01.11.22 to 31.03.23
68	727	HARISH CHANDRA	UR	01.04.1974	DOV (DIV FROM EDN)	Court Case Certificate VC OF DOV, APAR 01.06.22 to 31.03.23
69	728	MUKESH CHANDER DHYANI	UR	05.10.1971	MHA (DIV FROM GBPH)	ANNEXURE B, VC, NO PENALTY, Court Case Certificate, PERFORMA ,APAR 2022-23
70	729	RAKESH KUMAR SHARMA	UR	06.05.1973	DSW	Court Case Certificate UTCS TRAINING, APAR 2022-23
71	730	SUNITA MAMGAIN	UR	05.02.1975	EDN	Court Case Certificate, APAR 2020-21, 01.04.21 to 15.07.21, 2022-23
72	732	S.SANDHYA	UR	10.12.1975	PAO	APAR 2021-22, 2022-23
73	733	BHARAT SINGH PATWAL	UR	02.04.1977	CMO (DIV FROM UTCS)	APAR 2022-23
74	734	GEETA NARANG/ SURI	UR	01.03.1974	DES	Court Case Certificate, APAR 15.07.17 to 31.08.17, 01.08.22 to 31.03.23
75	735	JYOTI UJLA/ BABBAR	UR	12.01.1973	LAB	APAR 28.07.22 to 31.03.23
76	737	KANWAL BALA /SANEJA	UR	21.09.1971	LAS	PERFORMA, IC /WC, VC, NO PENALTY, Court Case Certificate ,APAR 2022-23
77	738	P.SUNITA	UR	09.10.1973	DCO	APAR 28.07.22 to 31.03.23
78	739	RISHI KAPOOR	UR	10.05.1974	IT	Court Case Certificate, APAR 2022-23
79	740	JOGINDER KUMAR	SC	09.04.1972	IT (DIV FROM PLG)	Court Case Certificate & TRAINING CERTIFICATE & VC FROM IT, APAR 22.06.22 to 31.03.23
80	741	NIRMALA NIRMAL	SC	26.01.1973	I&FC	Court Case Certificate, APAR 2017-18 2022-23
81	742	HANS RAJ	SC	15.07.1973	GBPH	PERORMA, IC/WC, VC, NO PENALTY, Court Case Certificate, UTCS TRAINING, APAR 2022-23
82	743	MAHASWETA DAS	SC	29.02.1968	CEO	Court Case Certificate, APAR 2022-23
83	744	KANHU CHARAN SAMAL	SC	07.04.1972	LAW	APAR 01.03.23 to 31.03.23
84	745	LOKESH KUMAR	SC	02.08.1972	DSSSB	PERFORMA, IC/WC, VC, NO PENALTY, Court Case Certificate, UTCS TRAINING, APAR 2022-23
85	746	KASHI RAM	SC	08.09.1968	UD	Court Case Certificate, APAR 2022-23

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86	747	ANIL KUMAR	SC	29.07.1972	SEC (DIV FROM DSW)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 12.04.22 to 31.03.23 2022-23
87	748	DHIRAJ	SC	03.10.1975	NEDRCC (DIV FROM EDN)	VC FROM NEDRCC, APAR 01.04.17 to 31.10.17, 2022-23
88	749	DEBATOSH MONDAL	SC	29.03.1972	SEC (DIV FROM EDN)	Court Case Certificate, APAR 2022-23
89	750	MADAN LAL	SC	18.09.1971	DSCDRC	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
90	751	JITENDRA KUMAR BEHERA	SC	15.03.1977	LGS	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 05.11.22 to 31.03.23
91	752	RAMVIR SINGH	SC	07.02.1975	PCA (DIV FROM IND)	VC FROM PCA, APAR 01.04.18 to 11.06.18
92	753	RITU SAWHNEY/ JUNEJA	UR	11.04.1976	T&T	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 01.08.22 to 31.03.23
93	755	GEETA MONGA	UR	17.03.1974	EDN	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2021-22, 2022-23
94	757	NEELAM RANI/ REHAN	UR	30.03.1976	TPT	APAR 01.08.22 to 31.03.23
95	758	VISHAL PIPLANI	UR	22.07.1975	TTE (DIV FROM EDN)	Court Case Certificate, APAR 2022-23
96	759	SANJAY KUMAR	UR	18.08.1970	MIN-ENV/FOREST (DAM)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2022-23
97	760	T. VIMALA SEKHAR	UR	31.08.1971	AUD	Court Case Certificate, APAR 2022-23
98	787	REMA SUNDERAJAN (VH)	UR	31.05.1967	EDN	APAR 2022-23
99	788	GURPREET KAUR WALIA (VH)	UR	22.08.1975	EDN	Court Case Certificate, APAR 2022-23
100	789	A RAM DASS (VH)	UR	04.11.1972	LNH	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING, APAR 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23
101	792	BABINDER SINGH (VH)	UR	12.03.1975	EDN	Court Case Certificate, APAR 2022-23
102	859	REENA BISHT (VH)	UR	10.12.1983	EDN	Court Case Certificate, APAR 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23