

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/ 711-715

Dated: 28/05/25

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 and subsequent reminder letter no. F.3(3)/2/PROM/P.A./S.III/2025/572-76 dated 09.05.25, 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.

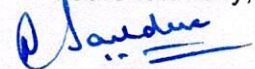
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the **non-available APAR(s), a non-reporting certificate for the relevant period** with valid reasons, may be sent for each such case.

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 09.06.2025**.

Encl: List of officials.

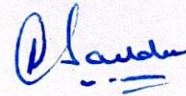
Yours faithfully,



(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 CERTIFICATE, APAR 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23
2	651	SANYOGITA SINGH	SC	10.07.1969	DSCDRC	APAR 29.03.22 to 31.03.22
3	659	REKHA	SC	12.08.1967	LAS (DIV FROM LAB)	APAR 15.11.19 to 31.03.20
4	660	CHUNNI LAL	SC	12.01.1968	MIN-SW/SC-ST/RCS /ELECTION	VC OF MIN-SW/SC-ST/RCS/ELECTION
5	678	ANIL KUMAR	UR	10.05.1972	CMO (DIV FROM T&T)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2017-18, 2018-19, 10.12.20 to 31.03.20, 2021-22, 2022-23
6	681	SUSHIL T.C.	OBC	22.02.1972	FIN (DIV FROM DCO)	APAR 01.04.19 to 22.04.19 & 16.08.22 TO 31.03.23
7	691	RAKESH KUMAR	UR	15.10.1974	CEO (DIV FROM LAB)	APAR 2017-18
8	693	ARVIND KUMAR	UR	17.01.1977	FSL	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
9	698	RANJAN KUMAR	UR	04.07.1974	CMO(DIV FROM DCO)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
10	700	SANJAY SHAH	UR	05.01.1971	LAS	APAR 2017-18
11	704	AMAR NATH	OBC	09.10.1968	CHIPWHIP (DIV FROM DSW)	NO PENALTY, Court Case Certificate
12	706	RAJEEV RANJAN KUMAR	OBC	04.03.1975	T&T	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
13	712	UMA JOSHI	UR	19.07.1973	DSCDRC	Court Case Certificate
14	713	CHARU BAJAJ/ KOHLI	UR	23.03.1974	EDN	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE
15	714	VIJAY PAL	UR	11.10.1967	DCSK (DIV FROM EDN)	APAR 30.09.17, 2018-19
16	718	KRISHAN PANDEY	UR	16.10.1976	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2020-21, 2021-22, 2022-23
17	720	CHATTAR PAL SINGH	UR	02.04.1976	PROSE	APAR 01.04.17 to 05.12.17, 2022-23
18	720 A	LAVANYA. B.	UR	02.09.1977	EXCISE	APAR 28.8.2017 to 31.08.2017
19	724	MANJU RANI VERMA/ SANDAL	UR	04.01.1972	DCO	Court Case Certificate
20	729	RAKESH KUMAR SHARMA	UR	06.05.1973	DSW	Court Case Certificate
21	737	KANWAL BALA /SANEJA	UR	21.09.1971	LAS	PERFORMA, IC /WC, VC, NO PENALTY, Court Case Certificate

22	740	JOGINDER KUMAR	SC	09.04.1972	IT (DIV FROM PLG)	Court Case Certificate
23	741	NIRMALA NIRMAL	SC	26.01.1973	I&FC	APAR 2017-18
24	742	HANS RAJ	SC	15.07.1973	GBPH	PERORMA, IC/WC, VC, NO PENALTY, UTCS TRAINING
25	745	LOKESH KUMAR	SC	02.08.1972	DSSSB	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
26	746	KASHI RAM	SC	08.09.1968	UD	Court Case Certificate, APAR 2022-23
27	747	ANIL KUMAR	SC	29.07.1972	SEC (DIV FROM DSW)	No Penalty Certificate, Court Case Certificate
28	749	DEBATOSH MONDAL	SC	29.03.1972	SEC (DIV FROM EDN)	APAR 01.04.22 to 17.04.22
29	753	RITU SAWHNEY/JUNEJA	UR	11.04.1976	T&T	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 01.08.22 to 31.03.23
30	755	GEETA MONGA	UR	17.03.1974	EDN	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2021-22, 2022-23
31	759	SANJAY KUMAR	UR	18.08.1970	MIN-ENV/FOREST (DAM)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE
32	760	T. VIMALA SEKHAR	UR	31.08.1971	AUD	Court Case Certificate, APAR-2022-23
33	789	A RAM DASS (VH)	UR	04.11.1972	LNH	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR- 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23