

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

F.3/ (3) /2/ PROM./S.III/2023/1319-1324

Dated: 22/08/24.

To

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

Sub: For consideration of promotion of Personal Assistants to the post of Private Secretary on regular basis.

Sir/Madam,

This is with reference to this department's letter of even number dated 03.01.2024 and subsequent reminders dated 09.05.2024 and 03.06.2024 on the above cited subject. In this context, I am directed to inform you that the requisite documents in respect of following officials are yet to be received from your department to facilitate assessment of suitability of the officials for promotion to the post of Private Secretary.

S.No.	Seniority No.	Name	DOB	Department	Remarks
1	311 A	Chetan Swaroop	27.04.68	EDN	Req: APAR 05-06, 06-07, 07-08, 08-09, 09-10
2	464	Dinesh Kumar	21.06.67	DSW	Req: Proforma, IC, VC, UTCS Training Certificate, APAR 16-17, 17-18, 18-19, 19-20, 20-21, 21-22
3	586	Jyoti	13.04.69	EDN	Req: Proforma, IC, VC, UTCS Training Certificate
				DCO	VC
4	643	Sukita Devi	22.05.70	EDN	Req: Proforma, IC, VC
				DCO	VC
5	646	Mamta Rani	07.10.66	DRUGS	Req: Proforma, IC, VC, UTCS Training Certificate, APAR 21-22
				DCO	VC

It is therefore once again requested to kindly furnish the above mentioned requisite documents/information.

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 officials will be considered for promotion, whose records are made available. In case any of the officials is not considered for promotion due to non-furnishing of information/requisite documents by the concerned department, the onus shall rest with the department only.

This may be given PRIORITY and necessary documents may be furnished to this department latest by **06.09.2024**.

Yours faithfully,



(PRAVEEN KUMAR)
SECTION OFFICER (S-III)

F.3/ (3) /2/ PROM./S.III/2023 / 1319-1324.

Dated: 22/08/24.

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

1. The Section Officer (ACR Cell), Services-IV Deptt. Delhi Sect. New Delhi (to provide the relevant APARs/ Grading of the officials mentioned the letter for further necessary action).
2. The Section Officer (Co-ordination), Services Department, Delhi Sectt. New Delhi (to upload the Circular to the Official Website.)



(PRAVEEN KUMAR)
SECTION OFFICER (S-III)