

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

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

Dated:

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 your kind notice that this Department is initiating the 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 (Annexure-D).
- e. APARs for the preceding Six years (2018-19 to 2023-24).
- 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 must strictly be in the prescribed format along with application proforma enclosed herewith**

**in respect of the officials 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 officials will be considered for empanelment in respect of whom all the records are made available and in case any official 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 kindly be furnished to this department **latest by 30.07.2026.**

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

Yours faithfully,

Digitally signed by  
Rajesh Sachdeva  
Date: 29-06-2026  
17:05:25

**(RAJESH SACHDEVA)**  
**DEPUTY SECRETARY (SERVICES)**

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

Dated:

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

The Deputy Secretary (Services-IV), Services Department, GNCT of Delhi.

1. 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.
2. The Section Officer (Coordination), Services Department, GNCT of Delhi, with the request to upload this letter along with Annexure 'A', 'B', 'C' & 'D' on the website of Services Department for vide circulation.
3. The Section Officer (Monitoring Cell), Services Department, GNCT of Delhi, with the request to coordinate with the departments for timely submission of documents.

## ANNEXURE - A

| <b>List of officials for calling documents</b> |                         |                                |                        |                      |                                                       |
|------------------------------------------------|-------------------------|--------------------------------|------------------------|----------------------|-------------------------------------------------------|
| <b>S.No.</b>                                   | <b>Seniority Number</b> | <b>Name of the Official</b>    | <b>Category Actual</b> | <b>Date of Birth</b> | <b>Departments</b>                                    |
| 1                                              | 427                     | RAMESH KUMAR                   | UR                     | 22.09.1966           | OBC (DIV FROM PLG)                                    |
| 2                                              | 698                     | RANJAN KUMAR                   | UR                     | 04.07.1974           | DCO                                                   |
| 3                                              | 706                     | RAJEEV RANJAN KUMAR            | OBC                    | 04.03.1975           | T&T                                                   |
| 4                                              | 707                     | CH VENKATA LAKSHMI SURYAKUMARI | UR                     | 15.06.1973           | DSSSB                                                 |
| 5                                              | 709                     | MAREPALLI SAILAJA (CHITTI).    | UR                     | 30.11.1977           | MIN SOCIAL WELFARE, SC/ST/RCS/ELECTION (DIV FROM DEV) |
| 6                                              | 712                     | UMA JOSHI                      | UR                     | 19.07.1973           | DSCDRC                                                |
| 7                                              | 713                     | CHARU BAJAJ/KOHLI              | UR                     | 23.03.1974           | EDN                                                   |
| 8                                              | 714                     | VIJAY PAL                      | UR                     | 11.10.1967           | DCSK (DIV FROM EDN)                                   |
| 9                                              | 716                     | RAJANI NEGI                    | UR                     | 04.09.1976           | LAB                                                   |
| 10                                             | 717                     | MANISH BATRA                   | UR                     | 10.08.1976           | TTE                                                   |
| 11                                             | 718                     | KRISHAN PANDEY                 | UR                     | 16.10.1976           | DCO                                                   |
| 12                                             | 719                     | NISHA SHARMA                   | UR                     | 26.09.1975           | LOKYT                                                 |
| 13                                             | 720                     | CHATTAR PAL SINGH              | UR                     | 02.04.1976           | PROSE                                                 |
| 14                                             | 720.1                   | LAVANYA. B.                    | UR                     | 02.09.1977           | L&B                                                   |
| 15                                             | 721                     | REKHA GERA                     | UR                     | 26.03.1974           | NCC                                                   |
| 16                                             | 722                     | KAILASH CHAND PANDEY           | UR                     | 01.09.1975           | ANH (DIV FROM EDN)                                    |
| 17                                             | 724                     | MANJU RANI VERMA/ SANDAL       | UR                     | 04.01.1972           | DCO                                                   |
| 18                                             | 725                     | ANITA KUMARI /BUDHIRAJA        | UR                     | 23.11.1976           | I&FC                                                  |
| 19                                             | 726                     | ROHIT BHARDWAJ                 | UR                     | 01.09.1971           | L&B                                                   |
| 20                                             | 727                     | HARISH CHANDRA                 | UR                     | 01.04.1974           | DOV                                                   |
| 21                                             | 728                     | MUKESH CHANDER DHYANI          | UR                     | 05.10.1971           | MHA (DIV FROM GBPH)                                   |
| 22                                             | 729                     | RAKESH KUMAR SHARMA            | UR                     | 06.05.1973           | DSW                                                   |
| 23                                             | 730                     | SUNITA MAMGAIN                 | UR                     | 05.02.1975           | LAS                                                   |
| 24                                             | 732                     | S.SANDHYA                      | UR                     | 10.12.1975           | PAO                                                   |
| 25                                             | 733                     | BHARAT SINGH PATWAL            | UR                     | 02.04.1977           | CMO (DIV FROM UTCS)                                   |
| 26                                             | 734                     | GEETA NARANG/SURI              | UR                     | 01.03.1974           | DES                                                   |
| 27                                             | 735                     | JYOTI UJLA/BABBAR              | UR                     | 12.01.1973           | LABOUR                                                |
| 28                                             | 737                     | KANWAL BALA /SANEJA            | UR                     | 21.09.1971           | LAS                                                   |
| 29                                             | 738                     | P.SUNITA                       | UR                     | 09.10.1973           | DCO                                                   |
| 30                                             | 739                     | RISHI KAPOOR                   | UR                     | 10.05.1974           | IT (DIV FROM UD)                                      |
| 31                                             | 744                     | KANHU CHARAN SAMAL             | SC                     | 07.04.1972           | LAW                                                   |
| 32                                             | 745                     | LOKESH KUMAR                   | SC                     | 02.08.1972           | DSSSB                                                 |
| 33                                             | 746                     | KASHI RAM                      | SC                     | 08.09.1968           | UD                                                    |
| 34                                             | 747                     | ANIL KUMAR                     | SC                     | 29.07.1972           | SEC (DIV FROM DSW)                                    |
| 35                                             | 748                     | DHIRAJ                         | SC                     | 03.10.1975           | NEDRCC (DIV FROM EDN)                                 |
| 36                                             | 749                     | DEBATOSH MONDAL                | SC                     | 29.03.1972           | SEC (DIV FROM EDN)                                    |
| 37                                             | 750                     | MADAN LAL                      | SC                     | 18.09.1971           | DSCDRC                                                |

|    |     |                       |     |            |                                                          |
|----|-----|-----------------------|-----|------------|----------------------------------------------------------|
| 38 | 751 | JITENDRA KUMAR BEHERA | SC  | 15.03.1977 | LGS                                                      |
| 39 | 752 | RAMVIR SINGH          | SC  | 07.02.1975 | TYADB (DIV FROM IND)                                     |
| 40 | 753 | RITU SAWHNEY/JUNEJA   | UR  | 11.04.1976 | T&T                                                      |
| 41 | 755 | GEETA MONGA           | UR  | 17.03.1974 | DPCC (DIV FROM EDN)                                      |
| 42 | 757 | NEELAM RANI/ REHAN    | UR  | 30.03.1976 | CSMC (DIV FROM EDN)                                      |
| 43 | 758 | VISHAL PIPLANI        | UR  | 22.07.1975 | TTE (DIV FROM EDN)                                       |
| 44 | 759 | SANJAY KUMAR          | UR  | 18.08.1970 | MIN H&FW, TPT, IT (DIV FROM DAM)                         |
| 45 | 760 | T. VIMALA SEKHAR      | UR  | 31.08.1971 | AUDIT                                                    |
| 46 | 762 | SANJEEV KUMAR         | OBC | 01.03.1977 | DSCDRC (DIV FROM GTBH)                                   |
| 47 | 763 | SUJEET KUMAR          | SC  | 22.09.1976 | IND                                                      |
| 48 | 764 | SANJAY                | OBC | 01.01.1969 | IND                                                      |
| 49 | 765 | SAMARJEET SINGH       | OBC | 10.11.1970 | OBC                                                      |
| 50 | 766 | ANJU SINGH            | OBC | 21.01.1975 | HOME (DIV FROM PAO)                                      |
| 51 | 767 | VIJI STEPHEN          | OBC | 02.12.1977 | AUDIT                                                    |
| 52 | 768 | LAKSHMI NALAVALLI     | OBC | 01.01.1973 | DCO                                                      |
| 53 | 769 | KOLLIPAR ARUNA        | OBC | 04.06.1976 | LOKYT                                                    |
| 54 | 773 | S.LATHA               | OBC | 10.03.1974 | AYUSH                                                    |
| 55 | 774 | SISIRA KUMAR MATI     | OBC | 18.02.1970 | DSCDRC                                                   |
| 56 | 775 | SUSANTA KUMAR SAHOO   | OBC | 08.07.1969 | DDUH                                                     |
| 57 | 777 | T. VENKATA RAMANA     | OBC | 15.06.1978 | CSO (DIV FROM T&T)                                       |
| 58 | 778 | SRINIVASA RAO MOKARA  | OBC | 21.09.1971 | MIN SOCIAL WELFARE,<br>SC/ST/RCS/ELECTION (DIV FROM FSD) |
| 59 | 779 | S.INDUMATHI           | OBC | 02.06.1969 | PAO                                                      |
| 60 | 780 | REKHA MOHANAN         | OBC | 09.05.1978 | HOME (DIV FROM LNH)                                      |
| 61 | 781 | SALAPU RAJESH         | OBC | 27.04.1974 | LGS                                                      |
| 62 | 782 | JAGDISH KUMAR         | SC  | 10.10.1971 | HRCC (DIV FROM T&T)                                      |
| 63 | 783 | PADAM SINGH           | SC  | 23.10.1969 | DSCDRC                                                   |
| 64 | 785 | RAVINDER KUMAR        | SC  | 08.07.1972 | DHS                                                      |
| 65 | 786 | ANIL KUMAR            | SC  | 04.10.1975 | BSAH                                                     |
| 66 | 789 | A RAM DASS (VH)       | UR  | 04.11.1972 | LNH                                                      |
| 67 | 791 | SEEMA DOWEDI          | UR  | 13.01.1968 | MAMC                                                     |
| 68 | 792 | BABINDER SINGH (VH)   | UR  | 12.03.1975 | EDN                                                      |
| 69 | 793 | RANJIT KUMAR          | OBC | 25.01.1978 | FSL                                                      |
| 70 | 794 | RASHMI RANJAN KUMAR   | UR  | 01.03.1981 | LGS (DIV FROM DCO)                                       |
| 71 | 795 | DEEPAK KUMAR          | UR  | 06.02.1974 | CEO                                                      |
| 72 | 796 | AJEET KUMAR           | UR  | 26.09.1984 | CMO (DIV FROM TTE)                                       |
| 73 | 797 | AMRENDRA PATEL        | UR  | 10.11.1983 | CMO (DIV FROM GBPH)                                      |
| 74 | 798 | NISHANT KUMAR         | UR  | 19.11.1982 | MIN, PWD/LA/I&FC/WATER AND GE<br>(DIV FROM EDN)          |
| 75 | 799 | ANISH KUMAR           | UR  | 08.12.1984 | CMO (DIV FROM IND)                                       |
| 76 | 800 | VIKRAM PANDEY         | UR  | 30.07.1978 | MIN, H&FW/TPT/IT (DIV FROM TPT)                          |
| 77 | 801 | SITA TIWARI           | UR  | 10.10.1983 | PLG                                                      |
| 78 | 802 | MANJEET KAUR          | UR  | 26.10.1981 | FSL                                                      |
| 79 | 859 | REENA BISHT (VH)      | UR  | 10.12.1983 | EDN                                                      |

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)

**ANNEXURE-D**

**COURT CASE CERTIFICATE**

It is certified that No Court Case is pending/contemplated against

\_\_\_\_\_.

**HEAD OF OFFICE**  
(with official seal)