

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

F.3(3)/2/PROM/STENO/S-III/2026/I/186516/2026 Dated: 16-10-2026

To

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

Sub: Preparation of panel of Stenographer-III for consideration of their promotion to the post of Personal Assistant on regular basis.

Sir,

I am directed to inform you that this Department is initiating the process of preparing a panel of eligible Stenographers/Grade-III for consideration of their promotion to the post of Personal Assistant on regular basis, in the pay matrix Level-7 (Rs. 44900-142400/-) against the vacant post of Personal Assistant. The list of such Stenographers/Grade-III 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 Personal Assistant:-

- 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 (2019-20 to 2024-25).
- 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 official mentioned in the Annexure-A may be made available to determine their eligibility for the post of Personal Assistant.

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 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 be furnished to this department **latest by 15.11.2026.**

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

Yours faithfully,

Digitally signed by
Rajesh Sachdeva
Date: 16-10-2026
17:53:39

(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

F.3(3)/2/PROM/STENO/S-III/2026/I/186516/2026 Dated: 16-10-2026

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 as Annexure 'A') and provide the same to Services-III Branch before 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 list of officials 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.

ANNEXURE-A**LIST OF OFFICIALS FOR CALLING DOCUMENTS**

Sl.No.	Seniority No.	Name	Cat.	DOB	Department
1	1564	AJAY KUMAR MALHOTRA	UR	17-May-72	GAD
2	2424 A	PRABHAT YADAV	UR	5-Jan-91	LAS
3	2470	MANISHA DAHIYA	OBC	24-Jun-93	GAD
4	2471	HARSHA NAGI	OBC	25-Aug-92	FSD
5	2472	JAI PRAKASH	OBC	13-Apr-91	TTE
6	2475	NAVEEN KUMAR	OBC	11-Aug-91	DSCDRC
7	2476	JASMEET KAUR	OBC	10-Jul-92	DDMSC
8	2477	SHALENDER YADAV	OBC	8-Apr-94	DDUH
9	2480	BABY	OBC	10-Sep-93	DCO
10	2481	POOJA	OBC	5-Aug-89	DSCST
11	2483	NITISH KUMAR	OBC	20-Feb-90	CEO
12	2484	JYOTI	OBC	11-Apr-88	LAW
13	2489	MUKUL PANCHAL	OBC	15-Jun-93	OSD, H&FW (Div. form IND)

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)