

94/C

**LAST FINAL REMINDER**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT- (III)  
B WING, 7TH LEVEL, DELHI SECRETARIAT,  
NEW DELHI : 110002**

F.3 (3)/1/PPS PROM./S.III/2024 / 1444-46

Dated: 20/09/24

To

All the concerned Head of Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

**Subject: Preparation of the panel of Private Secretary (Sr.PA) for promotion to the post of Principal Private Secretary (PPS).**

Sir/Madam,

This is with reference to this department's letter of even number dated 12.12.2023, subsequent reminders dated 10.06.2024, 01.07.2024 and 04.09.2024 on the subject cited above. In this context, I am directed to inform that the requisite documents in respect of following Private Secretaries are yet to be received to facilitate assessment of suitability of the officials for promotion to the post of Principal Private Secretary.

Sl. N.	Snty. No.	Name of the Officer	DOB	Cat.	Present Deptt.	Present Status/Remarks
1	218	Suresh	07.09.64	UR	DSCST	Req: Proforma/ Integrity Certificate/ No Penalty Certificate/ Details of Courts Cases/ UTCS Training Certificate, APAR 16-17, 17-18, 18-19, 19-20, 20-21, 21-22
2	234A	Sarita Rani	03.07.69	SC	EDN	Req: APAR 17-18(Disclosure not encl.), APAR 27.12.21 to 31.03.22
3	287	Archana Virmani/Piplani	07.07.68	UR	GBPH	Req. APAR 16-17, 01.4.17 to 31.07.17, 05.10.18 to 31.03.19, 19-20, 20-21, 21-22
4	304	Ramesh Singh	07.08.66	UR	PROSE	Req. Proforma with full entry of previous department since entry into govt. service/Vigilance Clearance/No Penalty Certificate/ Court Case Certificate
5	324	Vimal Kumar Juyal	12.08.65	UR	DMC	Req: Proforma/ Integrity Certificate/ Vigilance Clearance/ No Penalty Certificate/ Details of Courts Cases/ UTCS Training Certificate APAR 1.8.18 to 31.10.18 1.10.20 to 31.3.21, 21-22
6	333	Sunita	26.04.64	SC	GAD	Req: UTCS Training Certificate



93/c

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 **25.09.2024**.

Yours faithfully,



(PRAVEEN KUMAR)  
SECTION OFFICER (S-III)

F.3 (3)/1/PPS PROM./S.III/2024 / 1444-46

Dated: 20/09/24.

Copy forwarded for information and necessary action to:

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)