

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

F.3(3)/1/PROM/PS/S-III/2026/I/164934/2026 Dated:02-07-2026

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.

With reference to this office letter no. F.3(3)/1/PROM/PS/S-III/2026/164085 dated 29.06.2026, on the subject above.

2. In this regard, it is informed that the last line of the second paragraph of the above-mentioned letter shall be read as "for assessment of their suitability for regular promotion to the post of **Private Secretary**" instead of "for assessment of their suitability for regular promotion to the post of Principal Private Secretary."

3. Rest of the contents of the aforementioned letter remain unchanged.

Yours faithfully,

Digitally signed by
Rajesh Sachdeva
Date: 02-07-2026
18:46:47

(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

F.3(3)/1/PROM/PS/S-III/2026/I/164934/2026 Dated:02-07-2026

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

1. The Deputy Secretary (Services-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 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 Annexure 'A', 'B', 'C' & 'D' 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.

