

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

F.3(3)/9/ PROM/PPS/S-III/2025/46-50

Dated: 22-01-2026

To

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

Sub: Preparation of panel of Private Secretary for consideration of their promotion to the post of Principal Private Secretary on regular basis.

Sir/Madam,

I am directed to inform you that this Department is initiating process to fill up the vacant posts of Principal Private Secretary from eligible Private Secretary. In this connection, the following information/documents, in respect of all eligible officials as 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 (Departmental and DOV).
- d) Details of court cases Certificate (Annexure-D).
- e) APARs for the preceding Six years (2018-19 to 2023-24).
- f) Certificate of UTCS mandatory in-service training certificate of at least 2 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 officers mentioned in the Annexure-A may be made available to determine their eligibility for the post of PPS.

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 officer 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 **at the earliest**.

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

Yours faithfully,



(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

F.3(3)/9/ PROM/PPS/S-III/2025/ 46-50

Dated: 22-01-2026

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

1. The Deputy Director (Vig.), Dte. Of Vigilance, with the request to furnish the latest Vigilance report in respect of officials mentioned in Annexure-A (proforma not required as these are promotion matters).
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.



(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

List of Eligible PS for promotion to the post of PPS for year 2026				
Roster point	Seniority Number	Name of the Official	Date of Birth	Department
1	219A	CHETAN SWAROOP	27-04-1968	EDN
2	314	DEVINDER KAUR	25-01-1967	DSSSB
3	315	GIRISH SETHI	14-09-1967	COA
4	316	NEELAM KAHOL/ SHARMA	08-05-1968	ABH
5	317	SHOBHA	17-04-1966	DBCH
6	318	PRADEEP KUMAR SHARMA	21-07-1966	PGC
7	319	SANGEETA MARWAH	08-12-1967	PGC
8	320	RAKESH KUMAR	06-01-1966	MAMC
9	327	NEENA SEHGAL	27-10-1967	PLG
10	340	RAMESH KUMARI/GAMBHIR	25-09-1968	DPCC (DIV FROM DHS)
11	341	NEERAJ GUPTA/CHAWLA	19-11-1968	A&U
12	343	MEENA KUMARI/ARORA	29-09-1966	DHEDN
13	344	SUMAN GULATI	15-08-1967	MAMC
14	345	JAWAHAR LAL DUDEJA	02-07-1966	CFPWD
15	346	VANDANA AHUJA	27-02-1969	GBPH
16	347	ANURAG CHANDRA SHARMA	27-09-1968	LAS
17	348	DEEPA PANT/UPRETI	12-08-1968	DSSSB
18	349	MANOJ KUMAR	22-12-1967	PWD (DIV FROM DFS)
19	350	PRAMOD KAPOOR (PH)	03-01-1967	PAO

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)

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)