

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

F.3(3) /5/ PROM./STENO./S.III/2025 / 578-582

Dated: 13/05/2025

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/Madam,

I am directed to inform you that this Department is initiating 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.
- (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 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 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 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 **latest by 30.05.2025**.

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

Yours faithfully,



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

F.3(3)/5/ PROM./STENO./S.III/2025 / 578-582

Dated: 13/05/2025

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 Annexure 'A', 'B' & 'C' 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.



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

PROFORMA

ANNEXURE-B

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)

List of officials for calling documents

S.NO.	Seniority No.	Name of Official (Sh./Smt.)	Category	DOB	Department
1	1564	AJAY KUMAR MALHOTRA	UR	17-05-1972	GAD
2	1673	UMESH SINGH NIMESH	SC	18-05-1969	GBPH
3	1742	BHAWNA CHAUHAN	UR	23-07-1972	EDN
4	2204	KAMALJEET KAUR	UR	02-01-1968	DCO
5	2206	SANJU DUBEY	UR	01-07-1967	DCO
6	2260	Mohit Kumar	UR/SC	29-Sep-89	DCO
7	2262	Dheerendra Kumar	UR	19-Nov-93	LAS
8	2266	Manju Rani	OBC	8-Apr-85	IT
9	2267	Sunny Kumar	UR	18-Nov-94	DCO
10	2268	Preeti Shukla	UR	4-Apr-93	DCO
11	2271	Naveen	SC	21-Nov-92	MHA (DIV. FROM W&CD)
12	2272	Prashant Shakya	UR	16-Jan-94	LAB
13	2273	Navneet Kumar	UR	22-May-95	DSW
14	2274	Ankit Tripathi	UR	29-Jun-95	AR
15	2276	Hitesh Sharma	UR	14-Jun-94	DSCDRC (DIV FROM F&S)
16	2277	Bhoomika Rawat	UR	24-Mar-95	LAW
17	2278	Chander Mani Dixit	UR	24-Feb-93	DCO
18	2280	Gopal Tiwari	UR	8-Jul-93	RERA-L&B (DIV FROM DCO)
19	2281	Mukul Passi	UR/SC	10-Aug-91	HOME (DIV FROM GAD)
20	2282	Aditi Bhalla	UR	7-Feb-95	DCO
21	2284	Shivam Chaturvedi	UR	10-Sep-94	T&T
22	2285	Parvati	SC	14-Mar-90	SER
23	2286	Sumit Kumar Dewani	UR	8-Dec-94	DOV
24	2287	Pradeep Jaiswal	UR	30-Mar-91	MIN-H&FW/TPT/IT (GAD)
25	2288	Sachin Kumar	UR	10-Jul-94	LGS (DIV FROM EDN)
26	2289	Krishna Kumar	UR	4-Jan-92	DOV
27	2290	Sumit Kumar	UR	3-Feb-95	DIP
28	2292	Sarita	OBC	11-Oct-87	DCO
29	2293	Achal Tyagi	UR	18-May-92	EDN
30	2299	Sunita Kumari	OBC	27-Jan-86	IGH
31	2301	Anurag	SC	8-Mar-92	DSSSB
32	2303	Rijvan	UR	7-Jan-94	DSCDRC
33	2304	Nishant Singla	UR	12-Jun-96	EDN
34	2305	Ankit Kumar Chauhan	UR	20-Jun-90	PCA
35	2306	Kavita Kumari Anhal	UR	19-Nov-92	DSW
36	2307	Pavan Kumar	UR	30-Jun-91	CSO (DIV FROM GAD)
37	2309	Amir Ahmad	UR/OBC	3-Jul-92	DCO
38	2311	Ankit Arora	UR	20-Jun-90	O/o the MIN-H&FW/TPT/IT (DIV FROM RCS)
39	2313	Tarun Sharma	UR	7-Dec-88	DCO
40	2314	Sandeep Kumar	UR	5-May-91	LAS
41	2315	Rupesh Kumar Malakar	UR	20-May-91	DCO
42	2316	Kamal	UR	16-Feb-89	CMO (DIV FROM EMP)
43	2318	Sudhir Kumar Sharma	UR	6-Aug-89	GAD

44	2319	Shanu Giri	UR	8-Oct-96	DSSSB
45	2320	Deepika Chand	UR	12-May-88	LNH
46	2321	Nitesh Kumar	UR	1-Dec-93	HOME (DIV FROM GAD)
47	2323	Tajinder Kaur	OBC	22-Feb-86	TPT
48	2324	Ravi yadav	UR	8-Dec-94	DSCDRC
49	2325	Shishpal Singh	UR	9-Apr-96	ENQ COMMITTEE TIS HAZARI (TTE)
50	2328	Mohit Kumar Sharma	UR	15-Mar-93	CMO (DIV FROM UD)
51	2329	Sandeep Das	UR	24-Apr-96	CSO (DIV FROM PLG)
52	2332	Yamini	UR	23-Mar-95	DCO
53	2333	Rajan Bhatia	UR	29-Oct-89	UD
54	2334	Annu Kumari	UR	5-Mar-91	CJAIL
55	2335	Vikas	UR/SC	30-Aug-93	DCO
56	2336	Bandana	UR/OBC	7-Feb-92	DSSSB
57	2337	Himanshu Kumar	UR	1-Apr-93	EDN
58	2338	Kajal Tomar	UR	20-Feb-94	DSCDRC
59	2339	Rahul Kumar	UR/DCM	22-Aug-96	DCO
60	2339 A	Ajay Kumar	SC	4-Jul-87	DHS
61	2340	Devesh Vats	UR	2-Jul-92	DCBH
62	2341	Mohit Pal	UR	15-Jul-91	GAD
63	2342	Azruddin	UR	11-Feb-92	UD
64	2343	Prince Sharma	UR	27-Jul-93	H&FW
65	2345	Jyoti	UR	5-May-92	IGH
66	2347	Shiwali Badal	UR	14-Aug-95	LOKYT
67	2348	Rahul Rathore	UR	17-Feb-91	DEV
68	2349	Adnan Rasool	UR	7-May-93	SER (DIV FROM UD)
69	2350	Naveen	OBC	2-Oct-90	IGH
70	2351	Ajay Singh	UR	24-May-93	F&S
71	2352	Tannu Sharma	UR	6-Jul-90	DCO
72	2353	Sanjay Singh	UR	16-Aug-90	H&FW (DIV FROM MAMC)
73	2354	Poonam Thapa	UR	16-Jun-89	RCS
74	2357	Vivek	UR/SC	5-Dec-88	CFPWD
75	2358	Laxmi Rawat	UR	5-Nov-91	UTCS
76	2359	Rupesh Kumar Bansal	UR	16-Jan-93	LAS
77	2361	Shikhar Nigam	UR	30-Apr-94	SEC (DIV FROM PROSE)
78	2362	Avinash Chaudhary	UR/OBC	9-Mar-92	MHA (DIV. FROM DCO)
79	2363	Suresh	UR/SC	19-Nov-88	CSMC (DIV FROM EDN)
80	2364	Kamal Kant Sharma	UR	1-Aug-89	LAW
81	2365	Vibhuti Kumar Bhushan	UR/OBC	20-Feb-91	T&T
82	2367	Vipalava Sharma	UR	9-May-96	TPT
83	2368	Laxmi Kant	UR/SC	20-Jul-88	TTE (NCCSA/Member Secretary (HOME))
84	2369	Sandeep Bhatia	UR	25-Mar-91	RCS
85	2370	Aarti Yadav	UR/OBC	26-Dec-91	DCO
86	2372	Sangam Kumar Sahani	UR	1-Jan-91	PCA (DIV FROM PLG)
87	2374	Shikha Singh	UR	13-May-93	DSCDRC
88	2376	Pardeep Kumar	UR	25-Jul-92	DSCDRC
89	2377	Nimmy Daksh	UR/OBC	24-Mar-92	DCO
90	2378	Anup	UR	8-May-91	GAD (DIV FROM EDN)

91	2379	Anjali Sharma	UR	13-Apr-94	LAB
92	2380	Rohit Sharma	UR	8-Feb-94	TPT
93	2381	Mohd Aslam	UR	7-Oct-91	H&FW
94	2384	Sidhant	UR	11-Feb-94	H&FW (DIV FROM RCS)
95	2385	Shubham Mishra	UR	19-Dec-96	PCA (DIV FROM TPT)
96	2390	Kajal Tewatiya	UR	2-Dec-96	T&T
97	2392	Mohan Singh	UR	6-Jan-91	PROSE
98	2394	Abhimanyu Kumar	UR	9-Feb-94	DOV
99	2395	Shweta Sharma	UR	23-Feb-95	TTE
100	2396	Sagar	UR	25-May-95	LGS
101	2397	Amit Kumar Goel	UR	6-May-93	RD
102	2398	Sanjeev Kumar	UR	12-Jun-96	RCS
103	2399	Hirdesh Kumar	UR	20-Feb-93	DSCST
104	2401	Suryaprakash Gupta	UR	3-Jul-90	CMO (DIV FROM TTE)
105	2402	Rahul Kamal	UR/SC	21-Aug-93	T&T
106	2403	Ravi Kumar	UR	23-Nov-94	DCO
107	2403 A	Mahendra Singh	UR	2-Jul-88	F&S
108	2404	Pramod Kumar	SC	27-Mar-95	O/o the ACS-GAD (PLG)
109	2405	Umashankar	UR	7-Jul-96	SER (DIV FROM T&T)
110	2408 A	Sushma Arora	UR	26-Jun-90	W&CD
111	2410	Muzaffer Saba	OBC	13-Jan-90	CEO
112	2411	Kamal Dass	UR/SC	26-Nov-91	DSCDRC
113	2413	Sumant Vishwakarma	OBC	23-Jul-94	F&S
114	2414	Vicky	OBC	23-Oct-90	PROSE
115	2415	Gaurav Kumar	UR	14-Oct-92	DOV
116	2417	Salina Minz	ST	2-Dec-89	UTCS
117	2418	Kaushal Kumar	UR	7-Jan-93	LGS
118	2421	Deepak Kumar	UR	25-Mar-94	DCO
119	2422	Manoj Kumar	UR	5-Apr-93	O/o the MIN-H&FW/TPT/IT (GAD)
120	2423	Sachin Kumar	UR	15-Feb-92	MHA (DIV FROM FSD)
121	2426	Vikas Kumar	UR/OBC(OS)	30-Jun-96	MIN-H&FW/TPT/IT (GBPH)
122	2427	Harish Singh	UR	29-Dec-92	H&FW
123	2428	Kuldeep	UR	6-Jan-93	CMO (DIV FROM DSCDRC)
124	2429	Anjali Rani	UR	4-Mar-95	GTBH
125	2430	Ruchi Chauhan	UR	10-Apr-94	GTBH
126	2434	Kunal Bhushan	UR	5-Feb-95	LGS
127	2437	Kushal	SC	27-Aug-93	F&WL
128	2438 A	Devender Singh Patwal	UR	8-Dec-89	CMO (DIV FROM GAD)
129	2439	Nitin	OBC	15-Jun-92	DCO
130	2441	Sumit	SC	22-Jun-92	PCA
131	2442	Praveen Kushwaha	UR	27-Jun-93	CMO (DIV FROM DCO)
132	2443	Ajay	UR	16-Sep-95	DSCDRC
133	2444	Bhawna Mahur	UR/OBC(OS)	26-Sep-96	DCO
134	2445	Meenakshi	SC	24-Jan-95	H&FW
135	2447	Mukesh Singh	UR	25-Oct-96	TPT
136	2448	Nitesh	SC	8-Jan-94	I&FC
137	2449	Javed	OBC	9-Oct-88	DSCDRC
138	2450	Vishwjit Kumar Sinha	UR	5-Jun-90	SER (DIV FROM UD)

139	2451	Anjali	SC	9-Apr-90	BMH
140	2452	Shashikant Koli	SC	16-Jul-93	JPCH
141	2453	Babita	OBC	22-Dec-94	TTE
142	2454	Satya Narayan	SC	4-Feb-87	DSCDRC
143	2455	Dinesh Kumar	OBC	18-Sep-89	DSCDRC
144	2457	Pradeep Singh	SC	15-Apr-90	DFW
145	2458	Rahul Kumar	OBC	31-Jan-95	DCO
146	2459	Nikhil Kadam	SC	17-Mar-90	RCS
147	2460	Poonam	SC	15-Oct-92	TTE
148	2463	Ajeet Singh	SC	20-May-90	HOME (DIV FROM TTE)
149	2464	Jitendra	OBC	18-May-95	DHS
150	2467	Rinku Kumar	SC	11-May-90	CMO (DIV FROM PAO)
151	2468	Lalit Mouriya	SC	14-Mar-93	GTBH
152	2469	Aakash	SC	18-Apr-91	FINANCIAL COMMISSIONER (T&T)
153	2469 A	Vishal Singh	SC	31-Oct-94	W&CD
154	2470	Manisha Dahiya	OBC	24-Jun-93	GAD
155	2471	Harsha Nagi	OBC	25-Aug-92	FSD
156	2472	Jai Prakash	OBC	13-Apr-91	TTE
157	2473	Neha Kataria	SC	2-Jan-93	FSD
158	2474	Monika	SC	20-Mar-89	EMP
159	2475	Naveen Kumar	OBC	11-Aug-91	DSCDRC
160	2476	Jasmeet Kaur	OBC	10-Jul-92	DDMSC
161	2477	Shalender Yadav	OBC	8-Apr-94	DDUH
162	2479	Harish Kumar	SC	1-May-90	LGS
163	2480	Baby	OBC	10-Sep-93	DCO
164	2481	Pooja	OBC	5-Aug-89	DSCST
165	2483	Nitish Kumar	OBC	20-Feb-90	CEO
166	2484	Jyoti	OBC	11-Apr-88	SRFC (DIV FROM DHEDN)
167	2485	Kumar Gaurav	SC	28-Sep-94	HOME (DIV FROM EDN)
168	2486	Harkesh	SC	24-May-85	DEV
169	2487	Upasna	SC	1-Oct-94	DSCDRC
170	2488	Nitin	SC	20-Feb-92	DOV
171	2489	Mukul Panchal	OBC	15-Jun-93	OSD, H&FW (IND)
172	2493	Ujjwal Dutt Joshi	UR	24-Feb-95	MHA (DIV FROM W&CD)
173	2495	Prabhat Yadav	UR	5-Jan-91	DCO
174	2496	Dimple	SC	18-Jan-95	LAB
175	2498	Tarun Singh	SC	14-Nov-95	DCO