

REMINDER-III

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

F.3(3)/2/PROM./P.A./S.III/2025/ 841

Dated: 11/06/2025

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.

Sir/Madam,

Kindly refer to this office letter no. F.3(3)/2/PROM/P.A./S.III/2025/250-254 dated 12.03.2025 and subsequent reminder letters no. F.3(3)/2/PROM/P.A./S.III/2025/572-76 dated 09.05.2025 & F.3(3)/2/PROM/P.A./S.III/2025/711-715 dated 28.05.2025, on the subject cited above. In this context, it is informed that the requisite documents in respect of many eligible Personal Assistant officials are yet to be received from their departments to facilitate the assessment of the officials for promotion to the post of Private Secretary (PS).

It is, therefore, once again requested to kindly furnish the requisite documents, as mentioned in the list enclosed herewith this letter.

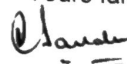
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the **non-available APAR(s), a non-reporting certificate for the relevant period** with valid reasons, may be sent for each such case.

It may please be noted that only those 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 20.06.2025**.

Encl: List of officials.

Yours faithfully,



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

List of officials for calling documents

S.No.	Seniority Number	Name of the Official	Category	Date of Birth	Department	Current Status(Missing APAR)
1	427	RAMESH KUMAR (Suspended)	UR	22-09-1966	OBC (DIV FROM PLG)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23
2	659	REKHA	SC	12-08-1967	LAS (DIV FROM LAB)	APAR 15.11.19 to 31.03.20
3	678	ANIL KUMAR	UR	10-05-1972	CMO (DIV FROM)	VC FROM CMO
4	681	SUSHIL T.C	OBC	22-02-1972	FIN (DIV FROM)	APAR 16.08.22 TO 31.03.23
5	686	JAGAT SINGH	UR	04-05-1972	MIN-EDN (DIV FROM EDN)	VC FROM MINISTER OFFICE
6	693	ARVIND KUMAR	UR	17-01-1977	FSL	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
7	698	RANJAN KUMAR	UR	04-07-1974	CMO (DIV FROM DCO)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
8	706	RAJEEV RANJAN KUMAR	OBC	04-03-1975	T&T	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
9	714	VIJAY PAL	UR	11-10-1967	DCSK (DIV FROM EDN)	VC FROM DSK, APAR 30.09.17 2018-19
10	718	KRISHAN PANDEY	UR	16-10-1976	DCO	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 01.08.2017 to 30.09.2017, 2020-21, 2021-22, 2022-23
11	720	CHATTAR PAL SINGH	UR	02-04-1976	PROSE	APAR 01.04.17 to 05.12.17 2022-23
12	729	RAKESH KUMAR SHARMA	UR	06-05-1973	DSW	DETAILS OF COURT CASE
13	742	HANS RAJ	SC	15-07-1973	GBPH	PROFORMA, IC/WC/VC, NO PENALTY, DETAILS OF COURT CASE FROM GBPH
14	745	LOKESH KUMAR	SC	02-08-1972	DSSSB	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2022-23
15	746	KASHI RAM	SC	08-09-1968	UD	DETAILS OF COURT CASE, APAR 2022-23
16	749	DEBATOSH MONDAL	SC	29-03-1972	SEC (DIV FROM)	APAR 01.04.22 to 17.04.22
17	755	GEETA MONGA	UR	17-03-1974	EDN	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, APAR 2021-22, 2022-23
18	759	SANJAY KUMAR	UR	18-08-1970	MIN-ENV/FOREST (DAM)	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE
19	789	A RAM DASS (VH)	UR	04-11-1972	LNH	PERFORMA, IC/WC, VC, NO PENALTY, COURT CASE CERTIFICATE, UTCS TRAINING CERTIFICATE, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23