

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/2024/1353-1369

Dated: 04/09/24.

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 and 01.07.2024 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: Vigilance clearance
2	234A	Sarita Rani	03.07.69	SC	EDN	Req: Copy of suspension order dated 05.06.2003. and copy of revocation of suspension dated 05.08.2003 & APAR 16-17, 17-18, 18-19, 19-20, 2-21, 21-22
3	260	Urmila Kumari	06.07.70	SC	GBPH	Req: No Court Case Certificate
4	269	Sarojini Kumari Bist	21.05.66	UR	MNH	Req: NRC 23.07.19 to 31.07.19
5	274	Neelam Kumari Bhatti	23.10.66	UR	DCO	Req: Court Case Certificate
6	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
7	292	Sanjay Kumar	13.11.64	UR	LAS	Req: UTCS Training Certificate
8	293	Madhu Raparia	23.12.64	UR	NCJH	Req: Disclosure certificate for APAR 01.12.17 to 31.03.18
9	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
10	306	Sube Singh	18.01.67	UR	LAS	Req: UTCS Training Certificate

11	320	Rakesh Kumar	06.01.66	UR	MAMC	Req: NRC 20.3.18 to 31.3.18, APAR 10.12.21 to 31.03.22
12	323	Ram Kishan Mathur	01.01.64	UR	IND	Req: Proforma, IC, VC, NPC, CC, UTCS Training Certificate, APAR 2018-19 to 2021-22
13	324	Vimal Kumar Juyal	12.08.65	UR	DMC	Req: APP, IC, VC, NPC, CC, UTCS Training Certificate APAR 1.8.18 to 31.10.18 1.10.20 to 31.3.21, 21-22
14	327	Neena Sehgal	27.10.67	UR	PLG	Req: Proforma, CC, APAR 2.1.17 to 31.3.17, 1.11.17 to 31.3.18, 01.10.18 to 31.03.19, 19-20, 20-21, 21-22
15	328	Urmila Dhanda/Bali	20.12.64	SC	F&WL	Req: Disclosure for APAR 2020-21 (01.11.20 to 31.03.21) and 2021-22 (01.04.21 to 30.06.21)
16	333	Sunita	26.04.64	SC	GAD	Req: UTCS Training Certificate

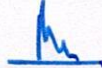
It is therefore once again requested to kindly furnish the above mentioned requisite documents/information.

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 **06.09.2024**.

Yours faithfully,



(PRAVEEN KUMAR)
SECTION OFFICER (S-III)

F.3 (3)/1/PPS PROM./S.III/2024/1353-1369

Dated: 04/09/24.

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)