

REMINDER-II/FINAL REMINDER

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/ 895

Dated: 19/06/25

To

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

Sub: Preparation of panel of Stenographers/Grade-III for consideration of their promotion to the post of Personal Assistants on regular basis.

Sir/Madam,

Kindly refer to this office letter no. F.3(3)/5/PROM/STENO/S.III/2025/578-582 dated 13.05.2025 and subsequent reminder letter no. F.3(3)/5/PROM/Steno./S.III/2025/800 dated 09.06.2025, on the subject cited above. In this context, it is informed that the requisite documents in respect of many eligible Stenographers/Grade-III officials are yet to be received from their departments to facilitate the assessment of the officials for promotion to the post of Personal Assistants (PA).

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

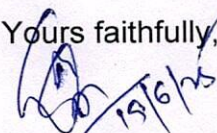
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the **non-available APAR(s), a non-reporting certificate for the relevant period** with valid reasons, may be sent for each such case.

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 23.06.2025**.

Encl:List of officials.

Yours faithfully,



(DEPUTY SECRETARY (SERVICES)/LO)

List of officials for calling documents

Sl.No.	Seniority	Name	Cat.	DOB	Department	Current Status(Missing APAR)
1	1564	AJAY KUMAR MALHOTRA	UR	17-05-1972	GAD	01.04.20 to 04.08.20, 01.04.21 to 30.06.21, 01.01.22 to 31.03.22,2022- 23,2023-24
2	1673	UMESH SINGH NIMESH	SC	18-05-1969	GBPH	PROFORMA, IC/VC, NO PENALTY CERTIFICATE, DETAILS OF COURT CASE, UTCS, APAR -2022-23, 2023-24
3	1742	BHAWNA CHAUHAN	UR	23-07-1972	EDN	APAR-2022-23, 2023-24
4	2204	KAMALJEET KAUR	UR	02-01-1968	DCO	PROFORMA, IC/VC, NO PENALTY CERTIFICATE, DETAILS OF COURT CASE, UTCS, APAR-2021-22, 2022-23, 2023-24
5	2206	SANJU DUBEY	UR	01-07-1967	DCO	PROFORMA, IC/VC, NO PENALTY CERTIFICATE, DETAILS OF COURT CASE, UTCS, APAR- 2022-23, 2023-24
6	2278	Chander Mani Dixit	UR	24-Feb-93	DCO	PROFORMA, IC/VC, NO PENALTY CERTIFICATE, DETAILS OF COURT CASE, APAR 2022-23, 2023-24