

REMINDER-II

**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/ 277-280

Dated: 01/04/26

To

All the concerned Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: Preparation of the panel of Private Secretary (Sr.PA) for promotion to the post of Principal Private Secretary (PPS).

Sir/Madam,

Please refer to this department's letter no. F.3(3)/9/PROM/PPS/S-III/2025/46-50 dated 22.01.2026 and subsequent reminder vide letter no. F.3(3)/9/PROM/PPS/S-III/2025/177-180 dated 02.03.2026 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. No.	Snty. No.	Name of the Officers (Sh/Smt.)	DOB	Cat.	Present Deptt.	Present Status/Remarks
1.	219A	CHETAN SWAROOP	27.04.1968	UR	EDN	APAR 2022-23, 2023-24
2.	350	PRAMOD KAPOOR (PH)	03.01.1967	UR	PAO	Proforma/ Integrity Certificate/ Departmental VC/ No Penalty Certificate/ Details of Courts Cases/ UTCS Training Certificate, APAR 2020-21, 2021-22, 2022-23, 2023-24

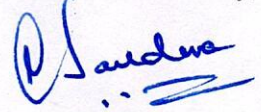
It is therefore once again requested to kindly furnish the above mentioned requisite documents/information to Services-III Branch.

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 **24.04.2026**.

Yours faithfully,



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)

F.3 (3)/9/PROM/PPS/S.III/2025/ **277-280**

Dated: **01/04/26**.

Copy forwarded for information and necessary action to:

1. The Deputy Director (Vig.), Dte. Of Vigilance, in reference to this office letter with even no. 46-50 dated 22-01-2026 RIO on 12-02-2026, 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 (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).
3. The Section Officer (Co-ordination), Services Department, Delhi Sectt. New Delhi (to upload the Circular to the Official Website.)



(RAJESH SACHDEVA)
DEPUTY SECRETARY (SERVICES)