

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT,
NEW DELHI: 110002

F.3 (3)/2/PPS PROM./S.III/2020/2179-2182

Dated: 02/12/2020

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 department is in the process of preparing a panel of Private Secretary(Sr.PA) in the pay scale of Rs.6500-10500(pre-revised) for considering their names for promotion to the post of Principal Private Secretary (PPS) in the pay matrix Level 11: Rs.67700-208700 (pre-revised PB -3: Rs.15600-39100 plus Grade Pay Rs. 6600/-).

In this connection, following information/documents, in respect of all eligible officials as per Annexure A, are required for assessment of their suitability for regular promotion to the post of Private Secretary:-

- (a) Integrity Certificate
- (b) Vigilance Clearance Report
- (c) No Penalty Certificate
- (d) Details of courts case if any:
- (e) APARs for the period 2015-16 to 2019-20.

It is, therefore, requested to kindly furnish the above mentioned documents and requisite information, strictly on the prescribed format (Annexure B) enclosed with the letter, to facilitate assessment of the official's suitability for promotion to the post of Private Secretary.

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.

The requisite documents/information strictly in the prescribed format along with application proforma enclosed herewith in respect of the officers mentioned in the Annexure-I may be made available to determine their eligibility for the post of PPS.

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 31.12.2020.

Yours faithfully,

Encl : As above

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

F.3 (3)/2/PPS PROM./S.III/2020 /2179-2182

Dated: 02/12/2020

Copy to:

1. The Asstt. Director (Vig.), Dte. Of Vigilance, with the request to furnish the latest Vigilance report in respect of officers mentioned in the attached list.
2. The Section Officer (APAR Cell) with the request to provide the ACRs/APARs of the officers as pre list enclosed for further necessary action.
3. The Section Officer (Co-ord.), Service Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

PROFORMA

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1. Name of the official :
2. Date of Birth :
3. Seniority Number In PS :
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 SEAL

LIST OF THE PRIVATE SECRETARY TO BE CONSIDERED FOR PROMOTION TO THE POST OF PRINCIPAL PRIVATE SECRETARY.

Sl. No.	Name of the official(Mr/Mrs/Ms)	Date of Birth	Category (UR/SC/ST/PH)	Snty. No.	Date of regular apptt. As PS/Sr. P.A.	Present Deptt.	Status
1	Kamlesh Kumari	10.10.60	SC	110	31.01.07	GAD	VRS w.e.f January 2019
2	Sharda Mehta	26.07.63	UR(PH)	111	31.01.07	LAB	Adhoc PPS
3	Kanchan Sondhi	08.01.56	UR	112	31.01.07	GTBH	Retired
4	Neeta Mittal	25.09.57	UR	113	20.12.07	DHS	Retired
5	Girish Dhir	24.07.56	UR	114	20.12.07	H.EDN	Retired
6	Ashwani Kumar	31.01.58	UR	115	20.12.07	LGS	Retired
7	Saroj Kumari	13.11.57	UR	116	20.12.07	T&T	Retired
8	Karan Singh	04.01.54	UR	117	29.08.08	DCO	Retired
9	Supriya Nag	19.07.56	UR	118	29.08.08	DDUH	Retired
10	C.B. Narayana Swami	25.05.54	UR	119	29.08.08	GAD	Retired
11	Daljeet Kaur	14.08.53	UR	120	29.08.08	COOP	Retired
12	Renu Sharma	10.07.59	UR	121	29.08.08	GAD	Retired
13	Poonam Tuteja	24.09.55	UR	122	29.08.08	BMH	Retired
14	D.C. Sabharwal	01.09.56	UR	123	29.08.08	MAMC	Retired
15	Reeta Chadha	24.03.57	UR	124	29.08.08	DFS	Retired
16	Laila Basheer	20.01.53	UR	125	29.08.08	GBPH	Retired
17	K. Prema	25.12.57	UR	126	29.08.08	TTE	Retired
18	Vinita Khosla/Srivastava	05.11.57	UR	127	29.08.08	T&T	Retired
19	Saroj Bala Sharma/Menon	13.04.59	UR	128	29.08.08	GAD	Retired
20	Neelima Sharma	28.02.58	UR	129	29.08.08	H&FW	Retired
21	S.K. Naik	23.05.55	UR	130	29.08.08	TPT	Retired
22	Rajni Bala Gilani/Baroota	31.07.60	UR	131	29.08.08	GAD	Retired
23	Savita Sahi/Dhawan	21.01.60	UR	132	29.08.08	GAD	Retired
24	Dharamvir	14.06.54	UR	133	29.08.08	GAD	Retired
25	Anoop Sardana	21.3.57	UR	134	29.08.08	UD	Retired
26	Baljeet Kaur Khurana	20.01.56	UR	135	29.08.08	GAD	Retired
27	Balwant Kaur	18.06.55	UR	136	29.08.08	MAMC	Retired
28	Rajinder Kaur	02.03.59	UR	137	29.08.08	GAD (Div in EDN)	Retired
29	Lalit Bhatnagar	04.12.57	UR	138	29.08.08	DSSSB	Retired
30	Sunita Sabharwal	09.09.58	UR	139	29.08.08	GAD	Retired
31	Asha Rani Aggarwal	30.12.56	UR	140	29.08.08	EMP	Retired
32	Jacob John	25.11.55	UR	141	29.08.08	LNH	Retired
33	Harish Chander	21.10.62	UR	142	29.08.08	GAD	Adhoc PPS
34	Nirmala Kumari Grover	02.02.61	UR	143	29.08.08	CJAIL.	Adhoc PPS
35	S.C.Bhatia	15.11.56	UR	144	29.08.08	GBPH	Retired
36	Sanjay Singhal	27.09.60	UR	145	29.08.08	EDN (Div in LGS)	Retired
37	Chander Bhan Virmani	01.01.57	UR	146	29.08.08	A&UTCH	Retired
38	Bhagwanti	14.09.61	UR	146-A	29.08.08	F&WL	Adhoc PPS
39	Sushma Duggal	09.10.63	UR	147	29.08.08	ENV.	Adhoc PPS
40	Jagjeet Kaur	14.09.58	UR	148	29.08.08	GBPH	Retired
41	S.P. Singh	15.01.60	UR	149	29.08.08	DCO	Retired
42	Sushma Rani Arora	01.03.60	UR	150	29.08.08	DCO	Retired
43	Meena Sharma	24.06.60	UR	151	29.08.08	F&S	Retired
44	Suman Bala Asija	09.11.60	UR	152	29.08.08	TTE (Div. In SGMH)	Retired
45	Veena Rani Kalra	23.07.61	UR	153	29.08.08	GBPH	Adhoc PPS
46	Madhu Bala Sobti	12.05.62	UR	154	29.08.08	T&T (Div. In SSH JANAKPURI)	Adhoc PPS
47	Sumitra Jain	19.11.62	UR	155	29.08.08	EXCISE	Adhoc PPS
48	Pankaj Tiwari	02.04.57	UR	156	29.08.08	COA	Retired
49	Veena Rani Dua/Chakravarty	20.03.60	UR	157	29.08.08	LNH	Retired
50	Manju Gandhi/Dutt	21.03.60	UR	158	29.08.08	F&S	Retired
51	Bhagwanti Taneja	02.03.61	UR	159	29.08.08	DHEDN	Adhoc PPS
52	Bhor Singh Gola	11.07.58	UR	160	29.08.08	GAD	Retired
53	Karuna Sharma	25.11.61	UR	161	29.08.08	LGS	Adhoc PPS
54	Amrit Devi Malik	17.03.60	UR	162	29.08.08	DHS	Retired
55	Hemant Kumar V.V	08.08.60	UR	163	29.08.08	LOKAYUKTA	Retired
56	Sunita Khanna	27.10.60	UR	164	29.08.08	UD	Retired
57	Ashok Mehta	05.12.60	UR	165	29.08.08	JPCH	Adhoc PPS
58	Gopal Krishna Aggarwal	01.01.61	UR	166	29.08.08	LGS	Adhoc PPS
59	Meera Pant	27.01.63	UR	167	29.08.08	MAMC	VRS
60	Sunita Bajaj/Arya	01.02.64	UR	168	29.08.08	PCA	Adhoc PPS
61	Inderjeet Kaur Suri	26.06.60	UR	169	29.08.08	DCO	Retired
62	Bharti Sharma	30.09.57	UR	170	29.08.08	PAO	Retired
63	Rawinder Singh	14.11.62	UR	170-A	29.08.08	PCA	Adhoc PPS
64	Deepika Sain	23.11.60	UR	171	29.08.08	DHG (Div. In ABH)	Retired
65	Madhu Bhatt	14.08.58	UR	172	16.12.11	MAMC	V.R.S from 31.10.2017
66	Harkesh Kumar Kalra	14.02.56	UR	173	16.12.11	DSW	Retired
67	Manju Kalra	26.02.56	UR	174	16.12.11	MCJH	Retired
68	Annamma Verghese	10.11.54	UR	175	16.12.11	LNH	Retired

69	Sushma Kumari Chauhan	28.03.62	UR	177	16.12.11	FSD	Adhoc PPS
70	Anjana Gupta/Mittal	03.04.62	UR	178	16.12.11	GAD (Div. In BSAH)	Adhoc PPS
71	Saroj Kinger	15.08.62	UR	179	16.12.11	IND	Adhoc PPS
72	Anju Bala Panwar	08.11.62	UR	180	16.12.11	GAD	Adhoc PPS
73	Anita Rani	01.01.63	UR	181	16.12.11	TPT	Adhoc PPS
74	S.K. Raj	04.01.63	UR	182	16.12.11	EDN (Div. In LG5)	Adhoc PPS
75	Rakesh Kumar Savita	10.04.63	UR	183	16.12.11	TPT	Adhoc PPS
76	Veena Arora	09.06.65	UR	184	16.12.11	ACL	Adhoc PPS
77	Kalawati Bhutani	08.06.63	UR	185	16.12.11	CEO	Adhoc PPS
78	Daya Shankar	06.08.56	UR	186	16.12.11	DIPSAR	Retired
79	Bhagwan Chandwani	24.08.58	UR	187	16.12.11	T&T	Retired
80	Raja Ram Sharma (R.R. Sharma)	15.05.63	UR	188	16.12.11	T&T (Div. In MIN.)	Adhoc PPS
81	Hari Pal	02.06.63	UR	189	16.12.11	GAD (Div. In MAMC)	Adhoc PPS
82	Dev Karan	01.07.63	UR	190	16.12.11	LAS	Adhoc PPS
83	Varsha Rani Chopra	26.09.64	UR	191	16.12.11	CFPWD	Adhoc PPS
84	Saroj Chugh	03.04.59	UR	192	16.12.11	CEO	Retired
85	Chander Kanta Nagpal	15.06.60	UR	193	16.12.11	I&FC	Retired
86	Madhu Aggarwal/Gupta	13.11.61	UR	194	16.12.11	GAD (Div. In BMH)	Adhoc PPS
87	Parvesh Kumar	06.03.63	UR	195	16.12.11	DEV	Adhoc PPS
88	Har Dayal	30.06.60	UR	196	16.12.11	GAD	Retired
89	Balwant Singh	14.03.61	UR	197	16.12.11	PGC	Adhoc PPS
90	Mahesh Chander Joshi	29.03.63	UR	198	16.12.11	PLG	Adhoc PPS
91	Vinod Kumar	04.05.63	UR	199	16.12.11	DSSSB	Adhoc PPS
92	Darshna Kumari (Girdhar)	03.05.60	UR	200	16.12.11	RTRH	Retired
93	Sunder Singh	07.10.64	UR	201	16.12.11	TPT	
94	Anupam Saxena	01.07.60	UR	202	16.12.11	IND	Retired
95	Raju Sharma	25.06.61	UR	203	16.12.11	UD	
96	Usha Chabra	20.09.61	UR (VH)	204	16.12.11	MAMC	
97	Rajesh Devi Sharma	15.06.66	UR	205	16.12.11	TTE	
98	Neelam Kumari Juneja	18.08.66	UR	206	16.12.11	AYUSH	
99	Renuka	03.04.61	UR	207	16.12.11	GBPH	
100	Shashi Bala Sharma	24.04.63	UR	208	16.12.11	DCSK	
101	Meeta Choudhary	14.03.64	UR	209	16.12.11	IND	
102	Madhu Sharma	14.06.66	UR	210	16.12.11	DSSSB	
103	Sushma Puri	05.10.66	UR	211	16.12.11	T&T	
104	Ajay Kumar Verma	07.11.67	UR	212	16.12.11	GTBH	
105	Rishi Raj Malik	28.03.68	UR	213	16.12.11	GAD	
106	Neeta Pandita	03.06.68	UR	214	16.12.11	BJRH	
107	Satwanti Ansal	04.12.62	UR	215	16.12.11	DHS	
108	Elkesh Maggoo	01.08.63	UR	216	16.12.11	LAS	
109	Promilla Rani	17.07.64	UR	217	16.12.11	MAMC	
110	Suresh	07.09.64	UR	218	16.12.11	DSCST	
111	Santosh Kumari	04.12.66	UR	219	16.12.11	BRSH	
112	Naresh Kr. Verma	06.06.68	UR	220	16.12.11	MAMC	
113	Vinod Chandra Gupta	14.06.68	UR (VH)	221	16.12.11	MBH	
114	Kanta Kishore	29.03.61	SC	222	16.12.11	GAD (Div. In LNH)	Adhoc PPS
115	Shashi Kanojia	24.04.68	SC	223	16.12.11	GAD	Adhoc PPS
116	Jaiwanti	30.03.61	SC	224	16.12.11	GAD (PNH)	Adhoc PPS
117	Rampal	01.05.66	SC	225	16.12.11	MAMC (Div. In H&FW)	
118	Ramesh Chand	10.10.65	SC	226	16.12.11	MIN (GAD)	Adhoc PPS
119	Ombir Singh	12.04.68	SC	227	16.12.11	DCO	Expired on 11.04.18
120	Rekha Suman	03.10.67	SC	228	16.12.11	EDN (Div. In DMC)	Adhoc PPS
121	Parveen	13.02.63	SC	229	16.12.11	TTE	Adhoc PPS
122	Sunita Alloria	21.05.64	SC	230	16.12.11	POWER (LNH)	Adhoc PPS
123	Chander Prabha	20.01.68	SC	231	16.12.11	GAD	Adhoc PPS
124	Ram Laxhan Saroj	01.01.66	SC	232	16.12.11	PGC	Adhoc PPS
125	Ravinder Kumar Rathl	08.08.66	SC	233	16.12.11	DCO	
126	Ved Pal	04.12.68	SC	234	16.12.11	UD	
127	Satish Kumar	17.11.66	SC	235	16.12.11	EDN.	Expired on 03.07.19
128	Anand Gautam	13.02.69	SC	236	16.12.11	DES (Div. In Min.)	
129	Nirmala Dhawan	03.05.67	SC	237	16.12.11	RD	
130	Pradeep Mohan	06.04.65	SC	238	16.12.11	T&T	
131	Sunita Gupta/Anand	30.08.61	UR	239	01.01.13	MAMC	
132	Rajesh Kumar Gautam	08.12.61	UR	240	01.01.13	UTCS	
133	Birendra Singh Gosain	18.12.61	UR	241	01.01.13	GBPH	
134	Sunita Yadav	19.04.63	UR	242	01.01.13	GEC	
135	Kiran Bala/Chaudhary	24.04.63	UR	243	01.01.13	AR (Div. In DOV)	