

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

No.F.3 (3)/3/PS PROM/S.III/2020/ 2175-2178

Date: 02/12/2020

To

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

Sub: - Regular Promotion of Personal Assistant (Grade-II Stenographers) to the post of Private Secretary (Sr.PA) - reg.

Sir/Madam,

This is with reference to this department's letter of even number dated 01.10.2020 and subsequent reminder dated 02.11.2020 on the subject cited above. In this context, it is informed that the requisite documents, as shown against the name of each official mentioned in Annexure A, are yet to be received from your department to facilitate assessment of suitability of the officials for promotion to the post of Private Secretary (Sr.PA),

It is, therefore, once again requested to kindly furnish the required documents/information.

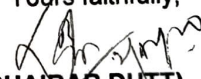
In case any of the relevant APAR is not available/not been reported and where a previous year's ACR/APAR is to be taken into consideration in lieu of the non-available APAR(s), a **non-reporting certificate for the relevant period with valid reasons**, may be sent for each such case.

If any of the officials has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, then the necessary information along with other requisite documents may be provided to facilitate future correspondence as and when required.

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 16.12.2020.

Yours faithfully,


(BHAIRAB DUTT)

DEPUTY SECRETARY-III (SERVICES)

Encls: Annexure A

No.F.3 (3)/3/PS PROM/S.III/2020/ 2175-2178

Date: 02/12/2020

Copy to:

1. The Asstt. Director (Vig.), Dte. Of Vigilance, GNCT Delhi, with the request to furnish the latest Vigilance Report in respect of all the Ad-hoc Private Secretary as mentioned in vide this office letter dated 01.10.2020 & 02.11.2020.
2. The Section Officer (ACR Cell), Services (IV) Deptt., Delhi Sectt., New Delhi (to provide the relevant APARs/Grading of the officials mentioned in this department's letter of even number dated 01.10.2020/02.11.2020 for further necessary action.
3. The Section Officer (Co-ord.), Service (IV) Deptt., Delhi Sectt., New Delhi (to upload the Circular to the official website).


(BHAIRAB DUTT)

DEPUTY SECRETARY-III (SERVICES)

ANNEXURE-A/REMINDER-II

LIST OF ELIGIBLE PERSONAL ASSISTANT (GR.II/STENO) COMING IN THE ZONE OF CONSIDERATION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY.

S.N.	Snty. No.	Name	DOB	Cat.	Date of Appt. In Gr.II Steno/PA	Present Deptt.	Working Status	Remarks
1	410	Ramesh Kumari/Gambhir	25.09.68	UR	29.08.08	DHS	Adhoc PS	IC/VC/APARs 1.1.18 to 31.3.18 required
2	412	Suman Lata	02.01.65	UR	29.08.08	MAMC/H&FW	Adhoc PS	APARs required/Lying with ACP Cell
3	413	Meena Kumari/Arora	29.09.66	UR	29.08.08	UD	Adhoc PS	IC/VC required
4	414	Suman Gulati	15.08.67	UR	29.08.08	MAMC	Adhoc PS	APARs required/Lying with ACP Cell
5	417	Vandana Ahuja	27.02.69	UR	29.08.08	GBPH	Adhoc PS	APARs 1.1.18 to 31.3.18 & 18-19 required
6	418	Anurag Chandra Sharma	27.09.68	UR	29.08.08	TTE/Div. in LAS	Adhoc PS	APARs 1.12.13 to 31.3.14 & 1.8.17 to 5.9.17 req.
7	419	Deepa Pant/Upreti	12.08.68	UR	29.08.08	DSSSB	Adhoc PS	APARs required/Lying with ACP Cell
8	420	Manoj Kumar	22.12.67	UR	29.08.08	MAMC	Adhoc PS	APARs 2018-19 required
9	422	Jagender Singh Rawat	20.04.67	UR	29.08.08	T&T (diverted in CMO)	Adhoc PS	APARs required/Lying with ACP Cell
10	423	Kiran Bala	08.01.68	UR	29.08.08	CJAIL	Adhoc PS	APARs 2018-19 required
11	424	Asha Chugh/Sakhujia	07.08.70	UR	29.08.08	DDMSC	Adhoc PS	APARs 2018-19 required
12	426	Seema Sharma	01.08.67	UR	29.08.08	PLG	Adhoc PS	APARs 2018-19 required
13	427	Ramesh Kumar	22.09.66	UR	29.08.08	PLG/ Div in OBC		IC/VC/APARs required
14	428	Harminder Kumar Nagpal	19.12.67	UR	29.08.08	DDUH	Adhoc PS	APARs required/Lying with ACP Cell
15	429	Renu Tahiliani/Punjmani	01.07.69	UR	29.08.08	TTE	Adhoc PS	APARs required/Lying with ACP Cell
16	431	Geeta Aggarwal/Ranjan	01.10.66	UR	29.08.08	DEV (Div in FC)	Adhoc PS	IC/VC required
17	432	Renu Gupta/Aggarwal	29.01.67	UR	29.08.08	DCO	Adhoc PS	IC/VC/APARs 1.3.17 to 30.6.17 required
18	433	Sunil Kumar Singhal	25.04.67	UR	29.08.08	EDN (Div in Dy.CMO)	Adhoc PS	APARs required/Lying with ACP Cell
19	434	Dharmender Kumar Tiwari	06.08.68	UR	29.08.08	T&T(DIV in PGC)	Adhoc PS	APARs required/Lying with ACP Cell
20	436	Ajay Pal Singh Rawat	18.11.64	UR	29.08.08	GAD (Div in MIN. TPT)	Adhoc PS	APARs 2018-19 required
21	438	Achla Sharma	13.08.65	UR	29.08.08	H&FW	Adhoc PS	APARs 2018-19 required
22	439	Tarun Ghosh	30.12.63	UR	29.08.08	ACL	Adhoc PS	APARs 2018-19 required
23	443	Perdeep Kumar	20.11.68	UR	29.08.08	DCO(DIV in)LAS	Adhoc PS	APARs 2013-14 required
24	448	C. Subha Laxmi	10.05.69	UR	29.08.08	DCO/EDN	Adhoc PS	IC/VC Required
25	452	Narinder Kaur	06.12.66	UR	29.08.08	EDN /PCA	Adhoc PS	APARs 1.4.14-30.4.14 required
26	458	Poonam Madan	02.04.69	UR	29.08.08	DCO	Adhoc PS	APARs 2018-19 required
27	460	Satwinder Kaur	08.03.65	UR	29.08.08	DDUH	Adhoc PS	APARs 1.7.18-19.2.19 required
28	461	Niti Bijani	20.06.65	UR	29.08.08	EDN(DIV in TTE)	Adhoc PS	APARs 1.9.17-31.3.18 & 13.6.18-1.2.19 required
29	463	Diwakar Pant	06.09.70	UR	29.08.08	UTCS	Adhoc PS	VC Required
30	464	Dinesh Kumar	21.06.67	UR	29.08.08	GBPH		IC/VC/APARs required
31	465	Manoj Kumar	27.04.69	UR	29.08.08	DCO	Adhoc PS	APARs 5.2.19-31.3.19 required

32	466	Anita Sharma/Dogra	14.07.68	UR	29.08.08	F&S/PROS	Adhoc PS	IC/VC Required
33	470	Rekha Soni/khurana	06.04.68	UR	29.08.08	DCO	Adhoc PS	IC/VC Required
34	472	Anju Chadha/Anand	06.06.66	UR	29.08.08	DHS	Adhoc PS	APARs 2018-19 required
35	473	Meenu	01.08.70	UR	29.08.08	DCO	Adhoc PS	APARs 6.12.13-31.3.14, 14-15&18-19 required
36	479	Statish Kumar Sharma	17.12.69	UR	29.08.08	DCO	Adhoc PS	IC/VC Required
37	480-A	Inder Pal Sehgal	11.08.67	UR (PH)	29.08.08	DDUH/EDN	Adhoc PS	APARs 2018-19 required
38	481	Rashmi bala Sharma	10.05.65	UR	29.08.08	T&T/EDN	Adhoc PS	APARs 2018-19 required
39	482	Alka Gandhi Arora	19.03.69	UR	29.08.08	DCW	Adhoc PS	APARs 1.11.18-31.3.19 required
40	485	Neeru Gulati/Dua	01.08.66	UR	29.08.08	F&S	Adhoc PS	IC/APARs 2018-19 required
41	487	Chandan Singh Negi	21.05.70	UR	29.08.08	DSSSB	Adhoc PS	APAR 01.4.2013 - 30.5.13 and 01.04.14 - 31.12.14 required.
42	488	Manju Monga Sharma	09.09.69	UR	29.08.08	I&FC	Adhoc PS	IC/VC/APAR 1.4.16-17.5.16 07.09.15 to 15.09.15 required.
43	490	Balwant Singh Negi	16.01.69	UR	29.08.08	GAD (Div in FIN.COMMISSIONER)	Adhoc PS	APARs 06.06.14 to 11.06.14, 1.8.17 to 10.8.17 Required
44	493	Suman Sharma/Purohit	05.07.69	UR	29.08.08	LNH	Adhoc PS	NRC from 16.10.2018 to 28.10.2018 required.
45	494	Rekha Kathuria/Arora	24.04.66	UR	29.08.08	DDUH		Required APAR from 01.01.15 to 31.03.15.
46	501	Rachana Dadhwal	12.05.72	UR	29.08.08	MAMC		APAR 1.4.17 to 31.10.17 required
47	503	Ram Karan	06.09.69	UR	29.08.08	T&T		APAR 1.3.14 to 31.3.14 required
48	504	Anupma Kapoor/Dhawan	23.02.70	UR	29.08.08	F&S		APARs 14-15,15-16 & 1.4.16 to 30.6.16) required
49	508	Shankar Singh Adhikari	28.08.68	UR	29.08.08	DCO		APAR req. 7.1.16 to 31.3.16
50	515	Veena	27.03.71	UR	29.08.08	MAMC		APARs 2018-19 required
51	519	Sangeeta Kukreja	09.11.69	UR	29.08.08	MAMC		APARs 1.1.14-31.3.14 & 1.4.14-31.7.14 required
52	521	Kamlesh	07.04.67	UR	29.08.08	DDMSC		APARs 1.4.13-16.5.13 required
53	529	Lakshu Saxena/Sajwan	22.02.69	UR	29.08.08	DHS		IC/VC Required
54	530	Shyam Sunder	08.02.71	UR	29.08.08	LGS		APARs 1.4.14-6.5.14 required
55	532	Leel Kumar Dagar	15.06.64	UR	29.08.08	DSW/DOV		APARs required/Lying with ACP Cell
56	537	Charanjeet	18.03.71	UR	29.08.08	T&T		APARs 6.2.14 to 31.3.14 required
57	549	Inderjeet Kaur	08.08.19 68	UR	29.08.08	MAMC		APARs 2014-2015 required
58	551	R.K. Kukreti	24.01.68	UR	29.08.08	MAMC		APARs required/Lying with ACP Cell
59	552	Mohan Chand Gaur	01.02.67	UR	29.08.08	MAMC/Ser vices		APARs 1.4.13 TO 5.5.13,1.1.14 TO 31.3.14, 1.4.15 TO 27.4.15, 28.7.15 TO 6.9.15& 24.11.15 TO 8.12.15 required
60	553	Virender Sharma	20.03.68	UR	29.08.08	DCO		APARs required
61	554	Santosh Patro	17.04.72	UR	29.08.08	BRSH		APARs required/Lying

							with ACP Cell
62	558	Naresh Chander	25.09.71	UR	29.08.08	CBPGEC	APARs 1.5.13 to 31.3.14 required
63	559	Urva Dutt Melti	03.01.67	UR	29.08.08	DSCST	APARs 1.4.15 to 30.6.15 & 2013-14 required
64	560	Asha Sachdeva	20.08.71	UR	29.08.08	PROSE	APARs 2013-14 required
65	561	Kewal Krishan	15.02.70	UR	29.08.08	DHS	APARs 2013-14, 14-15, 15-16 & 1.4.16 to 12.7.16 required
66	562	Neelu Gulati	02.05.71	UR	29.08.08	GTBH	APARs 1.4.17 to 30.4.17 required
67	563	Ashok Kumar	28.08.68	UR	29.08.08	PROSE	APARs 1.2.14 to 31.3.14 required
68	565	Seema Chakervarti	01.10.68	UR	29.08.08	DSW	APARs 11.4.17 to 30.6.17 required
69	567	Shobha Rawat	01.05.71	UR	29.08.08	LAB	APARs 21.8.14 to 24.11.14 required
70	568	Savita Sharma	05.11.67	UR	29.08.08	DEV	APARs 1.4.18 to 23.12.18 required
71	569	Vijay Sood	13.05.71	UR	29.08.08	UTCS (Div. In CS)	APARs 1.3.15 to 31.3.15 required
72	570	Santosh Kumar Dabral	06.01.73	UR	29.08.08	EDN	APARs 28.6.14 to 24.9.14 & 12.11.17 to 31.3.18 required
73	571	Shama Shekh	26.02.67	UR	29.08.08	EDN (Div. In PCA)	APARs 2014-15 to 2018-19 required
74	572	Ram Narayan Chauhan	02.12.69	UR	29.08.08	AUDIT (Div. In Env.)	APARs required/Lying with ACP Cell
75	575	Kavita Raina/Ganjoo	30.10.69	UR	29.08.08	DCO	APARs req. 13-14, 15-16, 16-17, 17-18 & 18-19
76	577	Jitender Kumar	23.11.71	UR	29.08.08	PROS	APARs req. 1.4.18 TO 8.4.18 & Nov. 17 to Mar. 18
77	578	Naresh Kumar	20.03.68	UR	29.08.08	LGS	IC/VC/APARs req. 27.2.14 to 31.3.14 & 13.12.13 to 31.3.15
78	580	Manoj Sajwan	08.08.71	UR	29.08.08	GAD	APARs req. 1.4.18 74to 17.5.18, 28.11.18 to 3.2.19 & 16.6.15 to 31.3.16
79	588	Ruby	09.09.69	UR	29.08.08	Excise	APARs 2013-14, 16-17, 17-18 & 2018-19 required
80	590	Sanjeev Sehgal	08.01.70	UR	29.08.08	GAD	APARs 1.1.15 to 31.3.15, required
81	591	Kavita Sharma/Kaushik	18.06.69	UR	29.08.08	F&S	APARs 2.9.16 to 28.11.16 required
82	599	Jeet Singh	18.04.64	SC	29.08.08	PLG	Adhoc PS APARs 2018-19 required
83	602	Jagdish Arya	21.06.70	SC	29.08.08	GBPEC	Adhoc PS IC/VC/APARs 1.4.15 to 31.10.15 & 2018-19 required
84	607	Trilok Chand	02.08.70	SC	29.08.08	T&T(Div in CDRF)	Adhoc PS APARs 7.1.14 to 31.3.14 required
85	608	Sushil Kumar	28.12.69	SC	29.08.08	LG. SECTT	Adhoc PS IC/VC/APARs req. 1.4.13 to 31.8.13
86	610	Sushil Kumar	02.04.72	SC	29.08.08	GGSH	Adhoc PS APARs req. 7.2.19 to 31.3.19 & 1.1.14 TO 31.3.14
87	611	Brij Mohan	01.01.72	SC	29.08.08	DCO	APARs req. 6.9.16 to 31.3.17
88	612	Vijay Kumar	08.06.73	SC	29.08.08	MAMC	APAR 01.05.16 TO 31.05.16

								required
89	613	Vijay Kumar	02.02.71	SC	29.08.08	AAAH		APAR req. 18-19
90	614	Anita Rani	27.12.71	SC	29.08.08	PLG		APAR req. 1.7.13 to 31.7.13
91	619	Anil Kumar	01.06.70	SC	29.08.08	GBPH		APAR Required 1.4.18 to 31.03.19
92	620-A	Joginder Kumar	05.01.72	SC	29.08.08	F&S		AAPR required from 2014-15 to 2018-19
94	621	Balbir Singh	20.01.72	SC	29.08.08	ARCHIV		APAR req. 18-19, 25.2.14 to 31.3.14
95	623	Raj Kumar	10.11.73	SC	29.08.08	DEV		APAR req. 1.4.14 to 29.5.14
96	625	Sanjay Kumar	27.12.67	SC	29.08.08	DEV (Div. In LGS)		IC/VC/APAR req. 28.12.18 to 31.3.19
97	628	Avinash Singh	28.10.73	SC	29.08.08	TTE		APAR req. 22.03.16 to 31.3.16
98	630	SANJEEV KUMAR	26.08.69	SC	29.08.08	GAD		APAR req. 1.4.18 to 22.07.18
99	632	GULSHAN	15.06.69	SC	29.08.08	GGSH		IC/VC/APAR req. 1.4.16 TO 14.05.16
100	634	DALJEET KUMAR SINGH	20.10.66	SC	29.08.08	TTE/CMO		APARs req. 1.7.14 to 31.03.15
101	634-A	SNEH LATA JAIN	14.08.68	UR/VH	29.08.08	EDN		IC/VC/APAR req. 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19.
102	635	ABHA BAJPAI/MISHRA	18.03.71	UR/VH	29.08.08	IND		APARs required/Lying with ACP Cell
103	636	PRATIBHA SRIVASTAVA	08.10.72	UR/VH	29.08.08	LAB		APAR req. 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19.
104	638	P.R.SINGH	15.06.62	UR	29.08.08	MAMC		APARs req. 1.4.15 to 19.10.15, 25.02.14 to 31.03.14.
105	640	SHARDA	18.11.72	SC	13.04.10	DOV		APARs req. 16.11.17 to 30.11.17 and 1.7.15 to 31.09.15
106	642	NEEL KAMAL	10.05.69	SC	13.04.10	F&S		APARs req. 2018-19 and 2.6.17 to 31.03.18
107	643	SUKITA DEVI	22.05.70	SC	13.04.10	EDN		IC/VC Required
108	646	MAMTA RANI	07.10.66	SC	13.04.10	GTBH		IC/VC/APAR req. 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19.
109	647	ASHOK KUMAR	01.01.69	SC	13.04.10	DCO		APAR req. 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19.
110	648	YASHMAHENDRA SINGH	16.10.64	SC	13.04.10	DHS		APAR req. NRC 1.04.17 to 02.07.17, 2016-17 and 7.7.15 to 31.3.16
111	653	DEVENDER SINGH	11.11.69	SC	13.04.10	UD		APARs required/Lying with ACP Cell
112	657	RENU BALA	22.03.73	SC	13.04.10	OBC		APARs 1.1.18 to 31.3.18 & 18-19 required