

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**REVENUE DEPARTMENT (HQ)**  
**GENERAL ADMINISTRATION BRANCH,**  
**05-SHAM NATH MARG, DELHI -110054.**

F.1 (29)/2023/GA/DC/HQ/519

Dated: 21/03/2025

To,

The SDM (HQ)  
o/o the DM concerned,  
Revenue Department, GNCTD.

**Sub: Preparation of the panel of Personal Assistants (PA) for consideration of their promotion to the post of Private Secretary (PS) on regular basis.**

Sir/Madam,

This is in reference to the Services Department letter no. F.3 (3)/2/PROM./S.III/2025/250-254 dated 12-03-2025 (enclosed) regarding preparation of the panel of Personal Assistant (PA) for promotion to the post of Private Secretary (PS).

The details of the officials whose requisite documents / information are required:-

S.No.	SNTY NO.	Name (Sh./Ms.)	D.O.B.	District concerned	Required documents
01.	679	Poonam Malik	30.07.70	New Delhi	(a) Annexure-B (Duly filled) (b) Integrity Certificate / Work & Conduct Report/ No Penalty Certificate (Annexure-C) (c) Vigilance Clearance Report (d) Details of court cases, if any (e) APARs for preceding Six years (2017-18 to 2022-23) (f) Certificate regarding completion of training programme at least two weeks conducted by UTCS
02.	681	Sushil T.C.	22.02.72	Finance (Div from New Delhi)	
03.	694	Birendera Kumar	05.06.75	North East	
04.	698	Ranjan Kumar	04.07.74	Shahdara	
05.	718	Krishan Pandey	16.10.76	South	
06.	724	Manju Rani Verma/ Sandal	04.01.72	Revenue (HQ)	
07.	738	P. Sunita	09.10.73	East	

Therefore, you are requested to forward the concern mentioned documents to Services Department-III urgently to facilitate assessment of suitability of the officials for promotions to the Post of Private Secretary.

This may be given "**TOP PRIORITY.**"

Yours faithfully,

Encl: As above.

  
(Section Officer)  
General Administration Branch

F.1 (29)/2023/GA/DC/HQ/519

Dated: 21/03/2025

Copy for information to:-

01. System Analyst (I.T. Branch), with the request to upload the letter on Department's website.
02. Officials concerned for immediate coordination with District authority concerned for early submission of the documents to the Services Department.

  
(Section Officer)  
General Administration Branch

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT- (III)**  
**B WING, 5<sup>TH</sup> LEVEL, DELHI SECRETARIAT,**  
**NEW DELHI 110002**

F.3(3) /2/ PROM./P.A./S.III/2025 / 250-254

Dated: 12/03/25

To

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

**Sub: Preparation of panel of Personal Assistants for consideration of their promotion to the post of Private Secretary on regular basis.**

Sir/Madam,

I am directed to inform you that this Department is initiating process to fill up the vacant posts of Private Secretary from eligible Personal Assistants. The list of such Personal Assistant officials, as per Annexure 'A', is being enclosed.

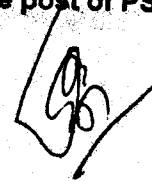
In this connection, following information/documents, in respect of all eligible officials mentioned in Annexure A, are required for assessment of their suitability for regular promotion to the post of Principal Private Secretary:-

- (a) Annexure B (duly filled)
- (b) Integrity Certificate/ Work & Conduct Report/ No Penalty Certificate (Annexure-C).
- (c) Vigilance Clearance Report.
- (d) Details of court cases, if any.
- (e) APARs for the preceding Six years (2017-18 to 2022-23).
- (f) Certificate regarding completion of training programme at least two weeks conducted by UTCS.

The requisite APARs in respect of the officials mentioned in the Annexure 'A' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5th Level, B-Wing, Delhi Secretariat, New Delhi. 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 is also requested that HOD(s) concerned shall provide Vigilance Clearance strictly in accordance with OM No. 22034/4/2012-Estt.(D) dated 02/11/2012 issued by DoPT, GOI in respect of the officials being considered for promotion.

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



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 11.04.2025.

Encl: Annexure 'A', 'B', 'C'.

Yours faithfully,

(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

F.3(3) /2/ PROM./P.A./S.III/2025 / 250-254

Dated: 12/03/25

Copy forwarded to the following for information & necessary action:-

1. The Deputy Secretary (Services-IV), Services Department, GNCT of Delhi.
2. The Section Officer, Services-IV Branch, Services Department with the request to prepare the detailed grading chart of the ACRS/APARS in respect of the officials (as per list as Annexure 'A') and provide the same to Services-III Branch when the meeting of Departmental Promotion Committee is convened.
3. The Section Officer (Coordination), Services Department, GNCT of Delhi, with the request to upload this letter along with Annexure 'A', 'B' & 'C' on the website of Services Department for vide circulation.
4. The Section Officer (Monitoring Cell), Services Department, GNCT of Delhi, with the request to coordinate with the departments for timely submission of documents.

(BHAIRAB DUTT)

Deputy Secretary (Services)

## List of officials for calling documents

S.No.	Seniority Number	Name of the Official	Category	Date of Birth	Department
1	427	RAMESH KUMAR (Suspended)	UR	22.09.1966	OBC (DIV FROM PLG)
2	647	ASHOK KUMAR	SC	01.01.1969	F&WL
3	649	ANJU BANGA	SC	18.04.1971	PROSE
4	650	JITENDER KUMAR	SC	25.08.1971	MIN-F&S/ENV/F&WL (F&S)
5	651	SANYOGITA SINGH	SC	10.07.1969	DSCDRS
6	652	VEENA TOMAR	SC	14.05.1967	PROSE
7	653	DEVENDER SINGH	SC	11.11.1969	DSCDRC
8	656	SUSHMA RANI	SC	16.07.1973	MAMC
9	657	RENU BALA	SC	22.03.1973	GBPH
10	658	JAMNA	SC	09.07.1968	IND
11	659	REKHA	SC	12.08.1967	LAS (DIV FROM LAB)
12	660	CHUNNI LAL	SC	12.01.1968	MIN-SW (EDN)
13	661	VIJAY KUMAR	SC	27.07.1972	MAMC
14	663	CHANDER KANTA	SC	21.03.1970	LAS
15	664	SANDHYA	SC	17.08.1973	DSSSB
16	665	DHARAM PAL SINGH	SC	30.07.1965	PAO
17	666	SARITA	SC	07.09.1967	L&B
18	667	JANAK KUMARI	SC	06.02.1974	IND
19	668	RAJ KUMARI	SC	09.08.1965	MNH
20	670	SUDESH KALIA	UR	13.08.1975	DSCDRC
21	671	SONIKA ARORA/ KHANNA	UR	18.04.1975	DHG
22	672	RAMA RANI TANEJA	UR	29.06.1974	DSCDRC
23	673	PARVEEN KUMAR	UR	04.09.1970	CJAIL
24	675	DINESHWARI BHANDARI	UR	21.05.1971	GAD
25	676	NARENDER SINGH RAWAT	UR	26.08.1974	ENV
26	678	ANIL KUMAR	UR	10.05.1972	CMO (DIV FROM T&T)
27	679	ROONAM MALIK	UR	30.07.1970	DCO N.D
28	680	SURINDER KUMAR	SC	08.05.1975	LAB
29	681	SUSHI	OBC	22.02.1972	FIN (DIV FROM DCO) N.D

	682	Naresh Kumar	SC	19.10.1973	PWD (DIV FROM EDN)
31	684	DHARMINDER DABAS	OBC	01.01.1976	LAS
32	685	SANJEEV KUMAR	UR	15.12.1976	EXCISE
33	686	JAGAT SINGH	UR	04.05.1972	MIN-EDN (DIV FROM EDN)
34	687	REENA SAPRA	UR	01.03.1973	W&M
35	688	SUMAN KUMAR SINGH	UR	01.12.1974	GBPH
36	690	SUJEET KUMAR	UR	01.06.1976	NCJH
37	691	RAKESH KUMAR SINGH	UR	15.10.1974	CEO (DIV FROM LAB)
38	692	KRISHNA DEO CHAURASIA	OBC	01.01.1971	CEO
39	693	ARVIND KUMAR	UR	17.01.1977	FSL
	694	BIRENDERA KUMAR	UR	05.06.1975	DCO (N.F)
41	696	ARUN KUMAR PRASAD	OBC	31.12.1969	LOO (DIV FROM LAB)
42	697	SANTOSH KUMAR SINGH	UR	20.01.1976	RD
	698	RANJAN KUMAR	UR	04.07.1974	DCO Shohdara
44	699	RAJIV KUMAR	UR	01.08.1970	DCW
45	700	SANJAY SHAH	UR	05.01.1971	LAS
46	701	SANIR KUMAR	UR	11.04.1970	LOO (DIV FROM LAS)
47	702	RAVINDRA SINGH	OBC	14.01.1971	IND
48	703	NEERAJ PAL	OBC	30.07.1972	GAD
49	704	AMAR NATH	OBC	09.10.1968	CHIPWHIP (DIV FROM DSW)
50	705	P.APARNA	UR	17.04.1975	LBSH
51	706	RAJEEV RANJAN KUMAR	OBC	04.03.1975	T&T
52	707	CH VENKATA LAKSHMI SURYAKUMARI	UR	15.06.1973	DSSSB
53	708	MAYA RANI	SC	09.08.1975	LAB
54	709	MAREPALLI SAILAJA (CHITTI).	UR	30.11.1977	MIN-SW (DIV FROM DEV)
55	710	SURENDER KUMAR DAHIYA	SC	01.07.1969	TURSM
56	711	SWAPNA HARIT	SC	20.03.1971	COA
57	712	UMA JOSHI	UR	19.07.1973	DSCDRC
58	713	CHARU BAJAJ/ KOHLI	UR	23.03.1974	EDN
59	714	VIJAY PAL	UR	11.10.1967	DCSK (DIV FROM EDN)
60	716	RAJANI NEGI	UR	04.09.1976	LAB



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	717	MANISH BATRA	UR	10.08.1976	TTE
	718	KRISHAN PANDEY	UR	18.10.1976	DCC South
63	719	NISHA SHARMA	UR	26.09.1975	LOKYT
64	720	CHATTAR PAL SINGH	UR	02.04.1976	PROSE
65	720 A	LAVANYA. B.	UR	02.09.1977	EXCISE
66	721	REKHA GERA	UR	26.03.1974	NCC
67	722	KAILASH CHAND PANDEY	UR	01.09.1975	ANH (DIV FROM GAD)
	723	MANJIL RANIVARMA SANDAL		04.01.1975	DCC HQ
69	725	ANITA KUMARI /BUDHIRAJA	UR	23.11.1976	I&FC
70	726	ROHIT BHARDWAJ	UR	01.09.1971	L&B
71	727	HARISH CHANDRA	UR	01.04.1974	DOV (DIV FROM EDN)
72	728	MUKESH CHANDER DHYANI	UR	05.10.1971	MHA (DIV FROM GBPH)
73	729	RAKESH KUMAR SHARMA	UR	06.05.1973	DSW
74	730	SUNITA MAMGAIN	UR	05.02.1975	EDN
75	732	S.SANDHYA	UR	10.12.1975	PAO
76	733	BHARAT SINGH PATWAL	UR	02.04.1977	CMO (DIV FROM UTCS)
77	734	GEETA NARANG/ SURI	UR	01.03.1974	DES
78	735	JYOTI UJLA/ BABBAR	UR	12.01.1973	LAB
79	737	KANWAL BALA /SANEJA	UR	21.09.1971	LOO (DIV FROM DSW)
	738	R.SUNITA	UR	09.10.1973	DCC East
81	739	RISHI KAPOOR	UR	10.05.1974	IT
82	740	JOGINDER KUMAR	SC	09.04.1972	IT (DIV FROM PLG)
83	741	NIRMALA NIRMAL	SC	26.01.1973	I&FC
84	742	HANS RAJ	SC	15.07.1973	CMO (DIV FROM EDN)
85	743	MAHASWETA DAS	SC	29.02.1968	CEO
86	744	KANHU CHARAN SAMAL	SC	07.04.1972	LAW
87	745	LOKESH KUMAR	SC	02.08.1972	DSSSB
88	746	KASHI RAM	SC	08.09.1968	UD
89	747	ANIL KUMAR	SC	29.07.1972	SEC (DIV FROM DSW)
90	748	DHIRAJ	SC	03.10.1975	NEDRCC (DIV FROM EDN)
91	749	DEBATOSH MONDAL	SC	29.03.1972	SEC (DIV FROM EDN)

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92	750	MADAN LAL	SC	18.09.1971	DSCDRC
93	751	JITENDRA KUMAR BEHERA	SC	15.03.1977	LGS
94	752	RAMVIR SINGH	SC	07.02.1975	PCA (DIV FROM IND)
95	753	RITU SAWHNEY/JUNEJA	UR	11.04.1976	T&T
96	755	GEETA MONGA	UR	17.03.1974	EDN
97	757	NEELAM RANI/ REHAN	UR	30.03.1976	TPT
98	758	VISHAL PIPLANI	UR	22.07.1975	TTE (DIV FROM EDN)
99	759	SANJAY KUMAR	UR	18.08.1970	MIN-ENV/FOREST (DAM)
100	760	T. VIMALA SEKHAR	UR	31.08.1971	AUD
101	787	REMA SUNDERAJAN (VH)	UR	31.05.1967	EDN
102	788	GURPREET KAUR WALIA	UR	22.08.1975	EDN
103	789	A RAM DASS (VH)	UR	04.11.1972	LNH
104	792	BABINDER SINGH (VH)	UR	12.03.1975	EDN
105	859	REENA BISHT (VH)	UR	10.12.1983	EDN

PROFORMA

ANNEXURE-B

1. Name of the official :
2. Date of Birth :
3. Seniority Number :
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 official Seal)



**ANNEXURE-C**

**INTEGRITY CERTIFICATE**

It is certified that \_\_\_\_\_ is working in  
\_\_\_\_\_ since \_\_\_\_\_ and it is also certified that  
his/her integrity is beyond doubt.

**HEAD OF OFFICE**  
(with official seal)

**WORK AND CONDUCT REPORT**

It is certified that \_\_\_\_\_ is working in  
\_\_\_\_\_ since \_\_\_\_\_  
and it is further certified that his/her work and conduct is satisfactory.

**HEAD OF OFFICE**  
(with official seal)

**NO PENALTY CERTIFICATE**

It is certified that No Minor/Major Penalty has been imposed upon  
\_\_\_\_\_ during the last ten years as per  
his/her service book record.

**HEAD OF OFFICE**  
(with official seal)