

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

F.1 (149)/GA/DC/HQ/2022/925

Dated:
13/05/2024

To,

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

Sub: Preparation of the panel of Personal Assistant (PA) for consideration of their promotion to the post of Private Secretary (PS).

Sir/Madam,

This is in reference to the Services Department letter no. F.3 (3)/2/PROM./S.III/2023/699-701 dated 09-05-2024 (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	Remarks
01.	580	Manoj Sajwan	08.08.71	Central	Req. IC/VC/UTCS Certificate Trg.
02.	586	Jyoti	13.04.69	North	Req. IC/VC/UTCS Certificate Trg.
03.	622	Geeta	15.07.67	South-West	Req. IC/VC/UTCS Certificate Trg.
04.	643	Sukita Devi	22.05.70	South	Req. IC/VC/UTCS Certificate, APAR-20-21, 01.04.21-15.06.21 Trg.
05.	646	Mamta Rani	07.10.66	Sahadra	Req. IC/VC/UTCS Certificate, APAR 16-17, 17-18, 18-19, 19-20, 20-21, 21-22 Trg.

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.


(PARMOD KUMAR)
SDM-I (HQ)

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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.


(PARMOD KUMAR)
SDM-I (HQ)