

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

F.1 (129)/GA/DC/HQ/2022/1305

Dated: 26/07/2024

To,

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

**Sub: Promotion of Personal Assistant (PA) to the post of Private Secretary (PS) (Gazetted - Non Ministerial- Group-B).**

Sir/Madam,

This is in reference to the Services Department letter no. F.3 (3)/2/PROM./S.III/2023/1146-1151 dated 24-07-2024 (enclosed) regarding promotion of Personal Assistant (PA) to the post of Private Secretary (PS) (Gazetted - Non Ministerial- Group-B) on regular basis, in the Pay Level-08: Rs.47600-151100 (Pre revised PB-II : Rs.9300-34800 plus Grade Pay Rs.4800)

The details of the officials who have promoted in Revenue Department, from Personal Assistant (PA) to the post of Private Secretary (PS):-

S.No.	SNTY NO.	Name (Sh./Ms.)	D.O.B.	Present Posting	Transferred to
01.	580	Manoj Sajwan	08.08.71	District - Central (DCO)	DCO
02.	589	Anil Manocha	24.01.69	FSL (Div. from DCO)	BH
05.	622	Geeta	15.07.67	District - South West (DCO)	DCO

You are therefore, requested to forward the Vigilance Status Report in r/o above officials so that they could be relieved on promotion to the post of Pvt. Secretary.

Yours faithfully,

Encl: As above.

  
**(PARMOD KUMAR)**  
**SDM-I (HQ)**

Dated: 26/07/2024

F.1 (149)/GA/DC/HQ/2022/1305

Copy for information to:-

01. System Analyst (I.T. Branch), with the request to upload this letter on Department's website.
02. Section officer (Admin), FSL Deptt. with the request to provide the VCR at Deptt. level for further relieving the official for next assignment.

  
**(PARMOD KUMAR)**  
**SDM-I (HQ)**

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

F.3/ (3) /2/ PROM./S.III/2023/ 1146-1151

Date: 24.07.24.

ORDER No. 43

1. On the recommendations of Departmental Promotion Committee, the Chief Secretary, Delhi, is pleased to appoint the following Personal Assistants to the post of Private Secretary (Gazetted - Non-Ministerial-Group 'B') on promotion on regular basis, in the Pay Level 8: Rs.47600-151100 (Pre-revised PB -2: Rs.9300-34800 plus Grade Pay Rs.4800/-) as per Rule 7 of the Government of National Capital Territory of Delhi Stenographers Service Rules, 2022, as detailed below, with immediate effect:-

S.No	Snty. No.	Name of the official (Mr./Ms.)	DOB	Category	Department
1	577	Jitender Kumar	23.11.71	UR	PROSE
2	578	Naresh Kumar	20.03.68	UR	LGS
3	579	Sanjeev Kumar	24.12.70	UR	GAD
4	580	Manoj Sajwan (Central)	08.08.71	UR	DCO
5	581	Malka Sharma/Kanojia	07.02.73	UR	RERA (Div. from L&B)
6	582	Rajender Kumar Chopra	01.04.67	UR	EDN
7	584	Manisha Negi/Rawat	16.05.70	UR	MAMC
8	585	Meenu Saluja	06.11.68	UR	FSD
9	587	Renu Sharma	10.04.67	UR	AR
10	588	Ruby	09.09.69	UR	MNH
11	589	Anil Manocha	24.01.69	UR	FSL (Div. from DCO)
12	590	Sanjeev Sehgal	08.01.70	UR	DDUH
13	591	Kavita Sharma/ Kaushik	18.06.69	UR	LNH
14	622	Geeta (S.W)	15.07.67	SC	DCO
15	623	Raj Kumar	10.11.73	SC	DSCDRC
16	624	Anju Dolly	20.04.67	SC	GTBH



17	625	Sanjay Kumar	27.12.67	SC	SRHH
18	626	Gurmeet Kaur	08.09.72	SC	BSAH
19	627	Mohinder Pal	03.09.72	SC	F&S
20	628	Avinash Singh	28.10.73	SC	DSW
21	629	Umesh Raj Chauhan	15.11.70	SC	MHA (Div. from W&CD)
22	630	Sanjeev Kumar	26.08.69	SC	UD
23	631	Saroj Sudhir	17.03.70	SC	LAB
24	632	Gulshan	15.06.69	SC	DOV
25	633	Krishan Kumar	14.05.73	SC	T&T
26	634	Daljeet Kumar Singh	20.10.66	SC	MAMC
27	636	Pratibha Srivastava	08.10.72	JR/VH	LAB
28	639	Anju Bala	13.07.70	SC	MAMC
29	640	Sharda	18.11.72	SC	DOV
30	641	Anil Kumar	20.03.73	SC	MOTPT (Div. from AR)
31	642	Neel Kamal	10.05.69	SC	T&T
32	644	Suresh Kumar Sood	15.01.69	SC	Under Posting (in Services Department)
33	645	Hukam Chand	10.08.71	SC	NCC

2. However, above promoted officials will not be entitled to the payment of pay and allowances for the period for which they would not have actually worked as Private Secretary. The benefits will be admissible with effect from the actual date of their joining to the post of Private Secretary. They will avail benefits of promotion on their joining duty in the departments in which they have been posted on promotion to the post of Private Secretary.

3. Consequent upon their promotion, the Private Secretaries whose names are mentioned in para 1 of the order are hereby transferred/posted as under:-

S.No	Snty. No.	Name of the official (Sh./Smt./Kum.)	DOB	Present Department	Transferred to
1	577	Jitender Kumar	23.11.71	PROSE	LAW
2	578	Naresh Kumar	20.03.68	LGS	LGS



3	579	Sanjeev Kumar	24.12.70	GAD	GAD
4	580	Manoj Sajwan	08.08.71	DCO	DCO
5	581	Malka Sharma/Kanojia	07.02.73	RERA (Div. from L&B)	RERA (Div. from T&T)
6	582	Rajender Kumar Chopra	01.04.67	EDN	DSSSB
7	584	Manisha Negi/Rawat	16.05.70	MAMC	DHS
8	585	Meenu Saluja	06.11.68	FSD	ACL
9	587	Renu Sharma	10.04.67	AR	GNEC
10	588	Ruby	09.09.69	MNH	NHMC
11	589	Anil Manocha	24.01.69	FSL (Div. from DCO)	BH
12	590	Sanjeev Sehgal	08.01.70	DDUH	PCA
13	591	Kavita Sharma/ Kaushik	18.06.69	LNH	LNH
14	622	Geeta	15.07.67	DCO	DCO
15	623	Raj Kumar	10.11.73	DSCDRC	DSCDRC (Div. from AUD)
16	624	Anju Dolly	20.04.67	GTBH	GTBH
17	625	Sanjay Kumar	27.12.67	SRHH	FSL (Div. from DCO)
18	626	Gurmeet Kaur	08.09.72	BSAH	MBH
19	627	Mohinder Pal	03.09.72	F&S	F&S
20	628	Avinash Singh	28.10.73	DSW	DSW
21	629	Umesh Raj Chauhan	15.11.70	MHA (Div. from W&CD)	MHA (Div. from T&T)
22	630	Sanjeev Kumar	26.08.69	UD	UD
23	631	Saroj Sudhir	17.03.70	LAB	CEO
24	632	Gulshan	15.06.69	DOV	BRSH
25	633	Krishan Kumar	14.05.73	T&T	T&T
26	634	Daljeet Kumar Singh	20.10.66	MAMC	MAMC
27	636	Pratibha Srivastava	08.10.72	LAB	LAB (Div. from MAMC)
28	639	Anju Bala	13.07.70	MAMC	MAMC
29	640	Sharda	18.11.72	DOV	DOV

30	641	Anil Kumar	20.03.73	MOTPT (Div. from AR)	MOTPT (Div. from PLG)
31	642	Neel Kamal	10.05.69	T&T	T&T
32	644	Suresh Kumar Sood	15.01.69	Under Posting (in Services Deptt.)	AR
33	645	Hukam Chand	10.08.71	NCC	UD

4. The promotion shall remain subject to outcome of SLP( C ) No.30621/2011, SLP( C ) No. 6915/2014, SLP( C ) No. 31288/2017 & connected SLPs pending before the Hon'ble Supreme Court.

5. The above mentioned officers may exercise their option with regard to fixation of pay, if any, as per FR-22 within one month of issue of this order.

6. The concerned Head of Departments should ensure that no disciplinary proceedings are pending against any of the above mentioned officers, before relieving them to take up their new assignment on promotion. If any officer, out of the above, is not clear from vigilance angle, as on date, or has resigned/relieved/ expired etc., the same should be brought to the notice of this Department immediately.

  
(BHAIRAB DUTT)  
DY. SECRETARY (SERVICES)

F.3/ (3) /2/ PROM./S.III/2023/ 1146-1151

Date: 24.07.24.

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

1. S.O. to Chief Secretary, Delhi, GNCT Delhi.
2. All concerned Head of Departments, GNCT Delhi.
3. P.S. to Pr. Secretary (Services), Services Department, GNCT Delhi.
4. P.A.s to Spl. Secretary /Dy. Secretary (Services), Services Department, GNCT Delhi.
5. PAO concerned through concerned HOD.
6. The SO (Co-ord.), Services Deptt., GNCTD with the request to upload the order on the official website of Services Department.
7. Officers concerned through HODs concerned.
8. Guard File/Register.

  
(BHAIRAB DUTT)  
DY. SECRETARY (SERVICES)