

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
(ESTABLISHMENT-IV)**

No.F.3 (17)/2024/TTE/E-IV/1781-92

Dated: 16.05.25

To,

1. The Joint Director, Planning, DTTE, Pitampura, Delhi.
2. The Controller, Board of Technical Education, Delhi.
3. OSD to CM, O/o the Chief Minister, 3<sup>rd</sup> Level, Delhi Secretariat, New Delhi-110002.
4. Secretary, Judicial Commission (Tis Hazari Incident), O/o the Judicial Commission, Ground Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Near Metcalf House, Delhi-110054.
5. The Deputy Secretary (NCCSA), O/o the Member Secretary (NCCSA)/ Pr. Secretary (Home), 5<sup>th</sup> Floor, A-Wing, Delhi Secretariat, New Delhi 110002.
6. Deputy Director, Training Br., DTTE (HQ).

**Sub.:** Preparation of panel of eligible Gr.III Stenographers for considering of their promotion to the Post of Personal Assistant on regular basis reg.

Sir/Madam,

It is inform that that Services Department (III) vide letter dated 13/05/2025 is initiating the process of preparing a panel of eligible Stenographers/Grade III for considering of their promotion to the Post of Personal Assistant on regular basis in the Level 7 of pay matrix table under 7<sup>th</sup> CPC i.e. (Rs. 44900-142400-/) against the vacant post of Personal Assistant. Details of eligible stenographer as per Annexure 'A' drawing salary from this department are as under:-

S. No.	Name (Sh./Smt./Ms.) / DOB	Date of Joining as Gr.III(Steno)	Present Place of posting	Seniority No. in the order.
1.	Shishpal Singh (09.04.1996)	07.01.2019	Enquiry Committee Tis Hazari Matter (Diverted from TTE)	2325
2.	Laxmi Kant (20.07.1988)	17.12.2018	(NCCSA)Pr. Secretary (Home) (Diverted from TTE)	2368
3.	Shweta Sharma (23.02.1995)	03.12.2018	Training Branch, DTTE (HQ)	2395
4.	Suryaprakash Gupta (03.07.1990)	28.12.2018	CMO (Diverted from TTE)	2401
5.	Babita / 22.12.1994	06.11.2019	Secretariat Branch DTTE (HQ)	2453
6.	Poonam/ 15.10.1992	30.10.2019	Personal Branch of DD Admin in diverted capacity from BTE	2460
7.	Ajeet Singh (20.05.1990)	14.02.2020	Home (Div from TTE)	2463
8.	Jai Prakash/ 13.04.1991	22.11.2019	Planning Branch, DTTE (HQ)	2472

In this connection, following information/documents, in respect of above officials are required for assessment of their suitability for regular promotion to the post of Personal Assistant.

- (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 (2018-19 to 2023-24)
- (f) Certificate regarding completion of training programme at least two weeks conducted by UTCS.

Integrity certificate in respect of all officials, whose names are mentioned in the above table, will be given by the Controlling/ Reporting Officer of the office where such official is posted physically. Further, the Vigilance Clearance certificate will be issued by the Head of Office from where the official is drawing salary.

All Department concerned are further requested that content of this circular may be brought to the notice of the officials concerned

Further, the following instructions may kindly be followed strictly: -

- a) It may be ensured that the Service particulars in respect of the officials are complete in all aspects.
- b) Integrity Certificate (IC), Vigilance Clearance (VC) both department level and head office level as the case may be and attested certificate of UTCS training programme must be forwarded along with prescribed proforma and duly send by individual and verified by HOO.
- c) Copy of order of Disciplinary Proceeding/ under suspension/ removal from service in respect of official & penalty completion certificate, Details of court cases, if any, may be forwarded along with Service Particulars.
- d) Details of period, if any, to be treated as non-qualifying service for the purpose of pension.

This may be treated as **MOST URGENT/TIME BOUND** and necessary documents duly signed/stamped may be furnished to this office/ Services Department, Services II Branch strictly within **05** days from the date of issue of this letter.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

16/05

(SANJEEV KUMAR)  
DEPUTY DIRECTOR (ADMN.)

Dated: 16.05.25

No.F.3 (17)/2024/TTE/E-IV/ 1781-92

Copy for information and necessary action to:

1. Deputy Secretary (Services), Services-III Branch, Services Department, 5<sup>th</sup> Level, A- Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. PS to the Secretary/PS to the Director, TTE (HQ).
3. Section Officer, Vigilance Branch, DTTE (HQ) with the request to provide status of available APARs for the period 2018-19 to 2023-24 in respect of the above officials.
4. Concerned Branch-Incharges with the request to issue duly signed / stamped Integrity Certificate & Work Conduct Report strictly in the prescribed proforma (Annexure-'C').
5. System Analyst, Computer Branch, DTTE (HQ) with the request to upload the same along-with enclosures on Department's Website.
6. Official concerned through department concerned.

(SANJEEV KUMAR)  
DEPUTY DIRECTOR (ADMN.)