

**MOST IMMEDIATE**  
**TIME BOUND**

No.2/4/2011-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi - 110 003.

Dated the 9<sup>th</sup> February 2012

**OFFICE MEMORANDUM**

Subject: - Preparation of panel of Sr. PPS for the Select List Year 2011 - reg.

The undersigned is directed to say that the panel of Sr. PPS for the Select List Year 2011 is under preparation in this Department. Therefore, the concerned cadre units are requested to direct the Principal Private Secretaries, as per list enclosed, to submit options in the proforma enclosed for their posting in Ministry/Department on their promotion to the post of Sr. PPS latest by 13.02.2012 through fax or email.



(Kiran Vasudeva)

Under Secretary to the Govt. of India

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The Under Secretary (Admn.),  
Ministry /Department of

- (1) Commerce
- (2) Corporate Affairs
- (3) DoP&T
- (4) Environment
- (5) Expenditure
- (6) Home Affairs
- (7) I&B
- (8) Labour
- (9) Legal Affairs
- (10) Petroleum
- (11) Planning Commission
- (12) Posts
- (13) Rural Development
- (14) Mines
- (15) Water Resources

List of PPSs under consideration for promotion

S.No.	Name (Shri/Ms.)	Ministry/Department
1.	Maninder Jit Singh	Expenditure
2.	Radha Raman	MHA
3.	Nand Kishore	Corporate Affairs
4.	Sudesh Kumar	MHA
5.	Shakya Kumar	Labour
6.	Krishna Kumari	Expenditure
7.	Mohinder Kumar	Commerce
8.	Harbhajan Singh	Rural Development
9.	Neeraj Sagar	Expenditure
10.	Pratima Sharma	Posts
11.	Sudha Rajagopalan	Planning Commission
12.	K.N. Sharma	Expenditure
13.	G. Vidyadharan	Environment
14.	S. Sreekumar	Petroleum
15.	Pushp Lata Singh	Water Resources
16.	Sudesh Chopra	I&B
17.	M.P. Verghese	DoP&T
18.	Arvinder Singh	Mines
19.	K.K. Kayarat	Legal Affairs
20.	P.P. Prakashan	DOP&T

Proforma for filling up option

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Contact No./Mobile No.	
5.	Educational Qualification	
6.	Residential Address	
7.	Name/designation/contact no. of the officer with whom posted at present	

8. Previous posting(s)

	Grade	Ministry/Department	Period
(i)	Stenographer Grade 'D'		
(ii)	Personal Assistant		
(iii)	Private Secretary		
(iv)	Principal Private Secretary		

9. Preferences for posting (with reasons)

	Ministry/Department	Reason(s)
(i)		
(ii)		
(iii)		

(Signature)