To

All Addl. Central P.F. Commissioners/ Zones/ZTI/ASD(HQ)/PDNASS
All Regional P.F. Commissioner, In-Charge of the Region

Subject: Promotion of Personal Assistants (PAs) to the post of Private Secretary- Reg.

Madam/Sir

Kind attention is invited to this office letter of even number dated 20.05.2019 on the subject cited above whereby concerned offices were requested to provide the following information in connection with promotion of Personal Assistants to Private Secretary:

1. Copy of APARs for the years 2011-12 to 2017-18 duly attested by Officer-in-Charge of the Region.
2. Vigilance clearance as on date.
3. Integrity Certificate.
4. Details of penalties imposed on the official, if any during the last 10 years.

2. The requisite information was required to be sent to Head Office by 27th September, 2019 positively but the same has not been sent by most of the offices till date.

3. In view of above, it is again requested that the requisite information be sent to this office by 11th October, 2019 positively.

Yours faithfully,

(S. C. Sharma)
RPFC-I (HRM)