TIME BOUND

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली - 110 066
Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110 066

No. HRM-IV/2(6)2019/PS/Promotion/8086

Dated: 07.10.2019
07 OCT 2019

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:

(i) Copy of APARs for the years 2011-12 to 2017-18 **duly attested by Officer-in-Charge** of the Region.
(ii) Vigilance clearance as on date.
(iii) Integrity Certificate.
(iv) 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,

7/10/19

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