

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (II)**  
**(Delhi Secretariat, 5<sup>th</sup> Level, A-Wing, I.P.Estate, New Delhi-02)**  
(<http://services.delhigovt.nic.in>)

**No.F.4/3/2018/S-II/ 1341-1346**

**Dated: 05/07/2023**

To

The Assistant Director (E-I),  
Dte. of Education,  
Govt. of N.C.T. of Delhi,  
Old Secretariat, Delhi - 110054.

The Deputy Commissioner (Admn.),  
Department of Industries  
419, FIE, Udyog Sadan,  
Patparganj Indl. Area,  
Patparganj, Delhi-110092

**Sub: Regarding promotion to the post of Grade-III (DASS) - Left out cases.**

Sir,

In continuation of this department's letter dated 13/01/2023 on the subject cited above, I am directed to inform that the Dte. of Vigilance vide their letter no. 05/16/2020/DOV/6865 dated 12/06/2023 (copy attached) has informed that :-

***"The matter was examined and placed before Hon'ble Lt. Governor, Delhi for his consideration. Hon'ble Lt. Governor, Delhi considered the detailed inquiry report of DOV and desired that initiative for the systematic improvement are standardised so that there is clarity in the process amongst all concerned, and such delays never recur in future.***

***It is therefore, requested to take further necessary action at your end as the matter has been closed and no Disciplinary Proceedings are contemplated or pending against the Grade-IV(GNCTDSS) officials of the Education Department in the matter of delay in processing of dossiers of DSSSB."***

In view of the information received above from Dte. of Vigilance, you are requested to provide the fresh IC/VC/TTR and No penalty certificate (as per proforma attached) in respect of Grade-IV (GNCTDSS)/Jr. Asstt., officials (list attached - Annexure-A) **within 10 Days**, so that the case of these Grade-IV (GNCTDSS)/ Jr. Asstt., officials may be placed before Review DPC for promotion to the post of Grade-III (GNCTDSS)/Sr. Asstt.

This issues with the approval of Competent Authority.

Yours faithfully,

  
**(BHAIRAB DUTT)**  
**DEPUTY SECRETARY (SERVICES)**

**Encl. (As above)**

**No.F.4/3/2018/S-II/ 1341-1346**

**Dated: 05/07/2023**

Copy for information:-

1. The Section Officer, Services-IV Branch, Services Department with the request to prepare the detailed grading chart of the APARs in respect of the officials as per list enclosed and provide the same to Services-II Branch when the meeting of DPC is convened.
2. The Section Officer, ACP Cell, Services Department with the request to forward the APAR folders (if any) in respect of the officials as per list enclosed.
3. The Section Officer (Co-ordination) with the direction to upload the letter on the official website of Services Department.
4. The Assistant Director (Vig.), Dte. of Vigilance, 4<sup>th</sup> level, Delhi Secretariat N. Delhi- 110002

  
**(BHAIRAB DUTT)**  
**DEPUTY SECRETARY (SERVICES)**

**LIST OF GRADE-IV(GNCTDSS)/JR. ASSTT. OFFICIALS (LEFT OUT CASES)**

<b>Sl. No.</b>	<b>Present Deptt.</b>	<b>Snty. No.</b>	<b>Name of the Official (Sh./Smt./Ms.)/DOB</b>	<b>CAT</b>	<b>Document required</b>
1.	EDN	17489	Ankush Tanwar 06/03/1990	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
2.	EDN (Diverted in Delhi Sports University)	17510	Shashank Tyagi 29/12/1990	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
3.	EDN	18015	Devender 10/02/1988	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
4.	EDN	18338	Vikas Balayan 13/06/1990	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
5.	EDN	18362	Parveen Kumar 19/05/1992	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
6.	EDN	18393	Sanjeet Dabas 07/07/1989	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
7.	IND	18399	Raj Pal 02/10/1989	UR	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)

**PROMOTION TO THE POST OF GRADE-III (GNCTDSS)  
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1.	Name of the official <b>(in Capital Letters)</b>	:	
2.	Date of Birth	:	
3.	Seniority No. in Gr.IV (GNCTDSS)	:	
4.	Category (GEN/SC/ST)	:	
5.	Whether belongs to PH Category If yes, specify the details <b>(HH/VH/OH)</b>	:	
6.	Mode of Recruitment (DSSSB/ Compassionate / Redeployment / Promotion / Absorption)	:	
7.	Education Qualification	:	
8.	Present Department (with Date of Joining)	:	
9.	Whether Integrity Certified (Yes/No) <b>(Please attach the Integrity Certificate)</b>	:	
10.	Whether any Vigilance case is pending/ Contemplated against the official (Yes/No). If yes, details thereof <b>(Enclose copy of the Order)</b>	:	
11.	Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No).If yes, details thereof	:	
12.	Whether any penalty in operation/ imposed (Yes/No) If yes, details thereof <b>(Enclose copy of the Order)</b>	:	
13(a)	Whether any criminal case is pending against the official (Yes/No). If yes, details thereof	:	
13(b)	Whether charge sheet submitted in the said case, in the court against the official (Yes/No). If yes, details thereof	:	
14.	Type Test (Passed / Exempted), Give Letter No. & Date. Exemption granted w.e.f. _____ <b>(Enclose attested copy of the order)</b>	:	
15.	Period of regular service rendered as Gr.IV (GNCTDSS)	:	
16.	Details of Previous Postings, since appointment (use separate sheet, if required)	:	
	Name of the Departments _____ _____ _____ _____ _____ _____ _____ _____ _____	From (DD/MM/YYYY)	To (DD/MM/YYYY) _____ _____ _____ _____ _____ _____ _____ _____
17.	Present Residential address	:	
18.	Mobile Number	:	
19.	E-mail id	:	
20.	Any other information if relevant	:	

(Signature of Official)

(Signature of Head of the Office)  
Name of HOO with seal



**INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt \_\_\_\_\_, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS) have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

**Signature of Head of Office  
Name of HOO with seal**

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**VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of Sh./Ms./Smt \_\_\_\_\_, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS), it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is pending against the said Sh./Ms./Smt \_\_\_\_\_ and he/she is clear\* from vigilance angle in terms of the instructions issued by the DoPT, GOI vide OM dated 14/09/1992 and instructions issued in this regard from time to time.

**Signature of Head of Office  
Name of HOO with seal**

**\*In case the official is not clear from the vigilance angle, then the details of the case shall be provided.**

**Annexure-D**

**VIGILANCE CLEARANCE/NO PENALTY CERTIFICATE FOR PROMOTION IN  
CASE OF LEFT OUT CASES OF PREVIOUS DPC**

On the basis of the service record of  
Ms./Mrs./Sh. \_\_\_\_\_ DOB \_\_\_\_\_,  
Grade-IV (GNCTDSS), who is to be considered for promotion to the post of Grade-III  
(GNCTDSS) (erstwhile DASS), it is certified that the official was clear from vigilance  
angle in terms of the instructions issued by the DoPT OM dated 14.09.1992 &  
02.11.2012 and no penalty was in operation on the date of his/her notional promotion  
i.e. 01.01.2023.

**Signature of Head of Office  
Name of HOO with seal**