

**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.4/8/2022/S-II/571-600

Dated: 15/03/2023

To

The Head of the Departments,

(List enclosed)

Govt. of NCT of Delhi,

Delhi/New Delhi.

**Sub: *Initiation of process for Promotion to the post of Grade-III (GNCTDSS).***

Madam/sir,

Kindly refer to this Department's letter of even number dated 20/07/2022, I am directed to inform that Services Department is initiating the process for promotion of 42 Grade-IV(GNCTDSS) to the post of Grade-III (GNCTDSS) on regular basis. It is, therefore, requested to provide the information **[strictly in the enclosed pro-forma (Annexure-'B' 'C' & 'D')]** in respect of 42 eligible officials, as per list enclosed **(Annexure 'A')**, working in your Department along-with APARs for the period 2016-17 to 2020-21 & additional APAR 2021-22 immediately to Services Department. If any APAR for the above period is not available, a non-availability certificate may please be issued and any five available APARs (five years since his/her initial appointment) may be forwarded for placing before the DPC.

**The requisite APARs in respect of the officials mentioned in the Annexure 'A' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5<sup>th</sup> Level, B wing, Delhi Secretariat, New Delhi. In case the requisite APARs has not been written, a non-reporting certificate / non-availability certificate along-with all the available APARs may kindly be sent to this department. Further, Proforma (Annexure 'B') & Integrity Certificate/Vigilance Clearance (Annexure 'C') & No Penalty Certificate (Annexure 'D') may be made available to Deputy Secretary (Services), Services - II Branch.**

Further, the following instructions may be followed strictly:-

1. It may be ensured that the Service Particulars in respect of the officials are complete in all aspects.
2. Integrity Certificate (IC) /Vigilance Clearance (VC)/Type Test Report must be forwarded along with prescribed pro-forma and duly signed by HOO.

  
15/3/23

3. Copy of order of Disciplinary Proceeding/under suspension/removal from service in respect of official & penalty completion certificate, if any, may be forwarded along with Service Particulars.
4. Details of period, if any, to be treated as non-qualifying service for the purpose of pension.
5. It may be ensured that the contents of the letter may be brought to the notice of official concerned working in your department.

In case, any of the officials whose names has/have been shown as posted in your Department in the enclosed list, is not working in your department a certificate in this regard may be given to this department.

It is also requested that **all the HOD(s) concerned shall provide Vigilance Clearance strictly in accordance with OM No. 22034/4/2012-Estt.(D) dated 02/11/2012 issued by DoPT, GoI (As per Annexure 'C') in respect of the officials being considered for promotion.**

If any of the official(s) (as per list enclosed as Annexure 'A') has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, the necessary information may be provided to this department with service particulars of the official, so that further correspondence can be made as and when required.

It is also requested that if the name of any eligible Grade-IV (GNCTDSS)/Jr. Assistant official has not been included in the enclosed list, his/her particulars duly certified from Service Book of the concerned official may be provided to this department, so that they may also be considered, if otherwise eligible.

**It may be noted that only those officials will be considered whose record is made available and in case any official does not get considered due to non-furnishing of requisite documents/papers/information by the concerned Department, the responsibility shall rest with the concerned Department.**

This may be treated as **MOST URGENT/TIME BOUND** and necessary documents may be furnished to this department within 21 days.

This issues with the prior approval of the Competent Authority.

Encl: Annexure 'A', 'B', 'C' & D

Yours faithfully,



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

Copy to: -

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 as Annexure 'A') and provide the same to Services-II Branch when the meeting of DPC is convened.
2. The Section Officer (Co-ordination) with the direction to upload the circular on the official website of Services Department.
3. The Section Officer, S-III, for information.

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)



**List of 42 Grade-IV (GNCTDSS) officials:-**

S.No.	Senior ity No	Present Department	Name of the Official	D.O.B	CATEGORY
1.	17233	DSSSB	RAVI RAWAT	09/10/85	UR
2.	17272	W&CD	KAPIL SHARMA	14/01/86	UR
3.	17273	EDN (Div. in LOKAYUKTA)	RITESH	03/10/89	UR
4.	17333	RTRH (Div. in Services)	MANOJ JOSHI	01/06/90	UR
5.	17422	DFW	RAVINDER SAINI	04/06/82	UR
6.	17505	EDN	ROHIT DESHWAL	13/12/91	UR
7.	17523	DOV	ARUN KUMAR	25/09/91	SC
8.	17576	GAD	SHRIPHAL PRAJAPAT	01/02/90	UR
9.	17585	BSAH	SUMIT KUMAR	03/02/79	UR (PH- OH)
10.	17601	RESIGNED	ANIL KUMAR	01/01/87	UR
11.	17618	EDN	NITISH BHARDWAJ	30/04/92	UR
12.	17704	GAD	OM PRAKASH	11/01/78	UR
13.	17786	GAD	PRABHAKAR KUMAR UPADHYAY	10/02/87	UR
14.	17809	T&T (Div.in L&J)	ROHIT DABAS	30/03/93	UR
15.	17823	DSSSB	DEEPAK	01/01/85	UR
16.	17838	IGH	SAVITA	15/03/91	UR
17.	17872	GAD	ROHIT	23/09/89	UR
18.	17891	RESIGNED	SATPAL	23/03/80	UR
19.	17902	DSCST	VIMAL KUMAR	25/09/87	SC
20.	17922	EDN	NEELAM RANI	02/02/87	UR
21.	17924	NCC	PAWAN KUMAR	08/05/85	SC
22.	17925	RCS	SHIVANSHU	21/03/86	UR
23.	17926	RESIGNED	KAVITA KUMARI	28/08/88	UR
24.	17968	Prosecution	SANDEEP KUMAR	01/01/90	UR
25.	18021	DCO/PAO	MEENAXI	05/12/88	UR
26.	18040	NCC	SUSHIL KUMAR	10/06/90	SC
27.	18066	EDN	ASHOK KUMAR	21/08/89	UR
28.	18077	GAD	ANIL KUMAR YADAV	15/01/80	UR
29.	18078	F&WL	SUNIL KUMAR	22/05/82	UR
30.	18105	GAD	PRATIBHA	04/10/86	SC
31.	18108	UTCS	MONU BADAL	10/11/91	SC
32.	18136	DHAS	RAVINDER KUMAR	30/09/88	SC
33.	18137	CEO	RENU	06/02/90	SC
34.	18142	NCC (Div. in CM Office)	SUNIL KUMAR	13/11/83	SC
35.	18145	TTE	ASHWANI KUMAR	25/02/87	UR (PH- OH)
36.	18220	GAD (Div. in CM Office)	SANDESH KUMAR	24/04/87	UR
37.	18269	T&T (Div.in L&J)	RAKESH	29/04/92	UR
38.	18328	UTCS	DEEPAK KUMAR MAVI	22/05/86	UR
39.	18406	SGMH	NEHA ATRI	25/03/87	UR
40.	18451	DSCST	BHAWNA	15/07/84	UR
41.	18467	EDN	MANOJ KUMAR GUPTA	25/10/82	UR (PH- VH)
42.	18475	RESIGNED	KAPIL	04/06/89	UR

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

1.	Name of the official (in Capital Letters)	:																							
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 (HH/VH/OH)	:																							
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) (Please attach the Integrity Certificate)	:																							
10.	Whether any Vigilance case is pending/ Contemplated against the official (Yes/No). If yes, details thereof (Enclose copy of the Order)	:																							
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 (Enclose copy of the Order)	:																							
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. _____ (Enclose attested copy of the order)	:																							
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		<table border="1"> <thead> <tr> <th>From (DD/MM/YYYY)</th> <th>To (DD/MM/YYYY)</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	From (DD/MM/YYYY)	To (DD/MM/YYYY)																				
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.**

**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**