

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)**

(Delhi Secretariat, 5th Level, A-Wing, I.P.Estate, New Delhi-02)

(<http://services.delhigovt.nic.in>)

No.F.4/8/2022/S-II/676-679

Dated: 23/03/2023

To

The Dy. Secretary (Admn.)
General Administration Department,
Delhi Secretariat,
Govt. of NCT of Delhi,
Delhi/New Delhi.

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

Madam,

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 02 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-'A' 'B' & 'C')]** in respect of following 02 eligible officials 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 initial appointment) may be forwarded for placing before the DPC.

S. No	Name of officials	DOB	Seniority No.	category
1	Sh. Ravi Parbhakar	06/03/1993	17243	UR
2	Sh. Tarun Ambwani	29/03/1990	17302	UR

The requisite APARs in respect of the above officials be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5th Level, B wing, Delhi Secretariat, New Delhi.. Further, Proforma (Annexure 'A') & Integrity Certificate/Vigilance Clearance (Annexure 'B') & No Penalty Certificate (Annexure 'C') 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.

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.

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

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'

Yours faithfully,



(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

Dated: 23/03/2023

No.F.4/8/2022/S-II/676-679

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)

ANNEXURE-A

**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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">From (DD/MM/YYYY)</th> <th style="width: 40%;">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
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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**