

**MOST IMMEDIATE**

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

No. F.4/65/2008/S-II/ 702-704

Date: 09/03/22

To

All the Head of Offices,  
Government of NCT of Delhi,  
New Delhi / Delhi.

Sub: **Forwarding of incumbency statement in respect of Gr. II, III, IV (DASS) / Steno Officials.**

Sir/Madam,

The Services Department is the Cadre Controlling Authority for DASS and Stenographer Cadre officers / officials. The deployment / posting of officials / officers of DASS Cadre and Steno Cadre in various departments, depending upon the respective sanctioned cadre strength of the departments is done by the Services Department. In the absence of complete service particulars this department is finding it very difficult to process of their promotion / regularization / transfer / posting etc. Besides, updating data is a continuous process and can be done only if the particulars are made available on regular basis from the respective departments.

In this context, it is therefore requested that the incumbency statement in respect of Gr. II, III, IV (DASS) & Steno officials posted in your department may be submitted to this department in the Chamber of Deputy Secretary-III, Services Department, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, I.P. Estate, Delhi on the date and time allotted as per the annexed schedule through a suitable representative official (not below the rank of Section Officer) who is well versed with the details. **The copy of the circular / specimen statement can be downloaded from the website of Services Department. Besides, one consolidated statement pertaining to a single department is required to be forwarded by the HQ of the department.** Further, it is requested that when providing the statement, it may be ensured that the number of proforma enclosed should be same as to the filled up strength shown in the vacancy statement.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl.: As above.

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

No. F.4/65/2008/S-II/ 702-704

Date: 09/03/22

Copy to:

1. The Section Officer (Coordination), Services Department with the direction to upload on the circular on the website of this department.
2. The Section Officer (Services-III), Services Department.

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

**ANNEXURE**

<b>S. No.</b>	<b>Date</b>	<b>Departments</b>
1.	16/03/2022	A&U Tibbia College & Hospital
2.	(11:30 AM)	Aruna Asaf Ali Hospital
3.		Acharya Bikshu Hospital
4.	16/03/2022	Ambedkar Institute of Adv.Comm. Technologies & Research
5.	(04:00 PM)	AMBEDKAR NAGAR HOSPITAL
6.		Archaeology
7.	17/03/2022	Archives
8.	(11:30 AM)	Atter Sain Hospital
9.		Audit
10.	17/03/2022	Dte. of Ayush
11.	(04:00 PM)	BURARI HOSPITAL
12.		Babu Jagjivan Ram Hospital
13.	21/03/2022	Bhagwan Mahavir Hospital
14.	(11:30 AM)	B.R. Sur (Homeo) Medical College/Hospital
15.		Baba Saheb Ambedkar Hospital
16.	21/03/2022	Baba Saheb Ambedkar Medical College
17.	(04:00 PM)	Ch.Brahm Prakash Govt. Engineering College, Jaffarpur
18.		Chief Electoral Office
19.	22/03/2022	Conservator of Forests
20.	(11:30 AM)	Chit Fund
21.		Central Jail
22.	22/03/2022	Chacha Nehru Bal Chikitsalaya
23.	(04:00 PM)	College of Arts
24.		Cooperative Societies
25.	23/03/2022	Delhi Agricultural Marketing
26.	(11:30 AM)	Deep Chand Bandhu Hospital
27.		Directorate of Civil Defence
28.	23/03/2022	Divisional Commissioner Office
29.	(04:00 PM)	
29.	24/03/2022	Delhi Commission for Women
30.	(11:30 AM)	Deen Dayal Upadhyay Hospital
31.		Dte. of Economics & Statistics
32.	24/03/2022	Development
33.	(04:00 PM)	Delhi Fire Service
34.		Dte. of Family Welfare
35.	25/03/2022	Dr. Hedgewar Arogya Sansthan
36.	(11:30 AM)	Directorate of Home Guards
37.		Dte. of Health Services
38.	25/03/2022	Dte. of Information & Publicity
39.	(04:00 PM)	Delhi Instt.of Pharm.Sc.& Research
40.		Delhi Minority Commission
41.	28/03/2022	Dte. of Vigilance
42.	(10:30 AM)	Drugs Control
43.		Department for the Welfare of SC/ST/OBC
44.	28/03/2022	Delhi Subordinate Services Selection Board
45.	(04:00 PM)	Dte. of Social Welfare
46.		Department of Trade & Taxes
47.	29/03/2022	Directorate of Education
	(11:30 AM)	

8.	30/03/2022	Employment
49.	(11:30 AM)	Department of Environment
50.		Environment (Horticulture)
51.	30/03/2022	Excise
52.	(04:00 PM)	Food Supplies & Consumer Affairs
53.		Department of Food Safety
54.	31/03/2022	Forensic Science Laboratories
55.	(11:30 AM)	General Administration Department
56.		GB Pant Engineering College, Okhla
57.	31/03/2022	Govind Ballabh Pant Hospital
58.	(04:00 PM)	Guru Gobind Singh Government Hospital
59.		Guru Nanak Eye Centre
60.	01/04/2022	Guru Teg Bahadur Hospital
61.	(11:30 AM)	Directorate of Gurudwara Election
62.		Health & Family Welfare
63.	01/04/2022	Directorate of Higher Education
64.	(04:00 AM)	Irrigation & Flood Control
65.		Indira Gandhi Hospital
66.	04/04/2022	Industries
67.	(11:30 PM)	Information Technology
68.		Jag Pravesh Chandra Hospital
69.	04/04/2022	Land & Building
70.	(04:00 PM)	Law, Justice & Legislative Affairs
71.		Labour
72.	05/04/2022	Legislative Assembly Secretariat
73.	(11:30 AM)	Lal Bahadur Shastri Hospital
74.		Lt. Governor's Secretariat
75.	05/04/2022	Lok Nayak Hospital
76.	(04:00 PM)	Lokayukta
77.		Mother and Child Hospital, Nasirpur
78.	06/04/2022	Maulana Azad Medical College
79.	(11:30 AM)	Madan Mohan Malviya Hospital
80.		Maharishi Valmiki Hospital
81.	06/04/2022	National Cadet Corps
82.	(04:00 PM)	N.C. Joshi Hospital
83.		Nehru (Homeo) Medical College/Hospital
84.	07/04/2022	Dte. of Panchayat
85.	(11:30 AM)	Principal Accounts Office
86.	07/04/2022	Police Complaint Authority
87.	(04:00 PM)	Public Grievance Commission
88.		Planning
89.	08/04/2022	Power Department
90.	(11:30 AM)	Prohibition
91.		Prosecution
92.	08/04/2022	Rural Development
93.	(04:00 PM)	Rehabilitation
94.		Rao Tula Ram Hospital
95.	11/04/2022	Services Department
96.	(11:30 AM)	Sanjay Gandhi Memorial Hospital
97.		Satyawadi Raja Harishchandra Hospital

98.	11/04/2022 (04:00 PM)	Sushruta Trauma Centre
99.		Sardar Vallabh Bhai Patel Hospital
100.		Department of Tourism
101.	12/04/2022 (11:30 AM)	Transport
102.		Training and Technical Education
103.		Urban Development (Directorate of Local Bodies)
104.	12/04/2022 (04:00 PM)	Urban Development
105.		Union Territory Civil Services
106.		Women & Child Development
107.		Weight & Measures



**PROFORMA NO. I**  
(To be filled by office/Department)

**DETAILS OF INFORMATION IN RESPECT OF GR.II / III / IV (DASS)/STENO CADRE**

Name of the Department : \_\_\_\_\_

Name of nodal Officer (Designation) : \_\_\_\_\_

(Who are looking after Admn. Branch) \_\_\_\_\_

Contact No. : (O) 011- \_\_\_\_\_

: (M) \_\_\_\_\_

Total Sanction/filled/vacant posts

Posts	Sanctioned	Filled	Vacant	Post creation order number(s) with date (enclose attested copy)	Post abolition order, if any (enclose attested copy)
Gr- II (DASS)/ ASOs					
Gr-III (DASS)/ SAs					
Gr-IV (DASS)/ JAs					
PS					
PA					
Steno					

Encl:- Proforma No. II duly filled by the department  
and duly countersigned by authorized officer.

**Signatures & Stamp of H.O.O.**

**Dated :**

**Name of HOO** \_\_\_\_\_

**PROFORMA No. II**  
(To be filled by office/Department)

**DETAILS OF CONSOLIDATED STATEMENT IN RESPECT OF GR.II, III, IV (DASS) & STENO CADRE**

SL No.	Name Sh./Smt./Ms.	Date of Birth	Date of posting / joining in present department	Name of previous department(s) where posted			Whether working in diverted capacity		Present Residential / Correspondence Address	Mobile no.	E-mail id	Whether PH (VH/DD/OH)	Remarks
				Depths.	From	To	Name of deptt.	Since when					
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

\* Separate forms to be filled for each post.

Signatures & Stamp of H.O.O.  
Name of HOO