

REMINDER-II

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT,
NEW DELHI 110002**

No.F. 14(1)1/CL.IV/2022/S-III/2794-2797

Date: 23/12/2022

To

The Heads of concerned Departments, (List enclosed)
Government of N.C.T. of Delhi,
Delhi/New Delhi

Sub: Inclusion of name in the eligibility list of regular Class-IV employees working in various department of GNCTD who had been appointed on or prior to 31.12.2020 and having matriculation or equivalent from recognized Board/Institution.

Madam/Sir,

Kindly refer to this department's letter of even number dated 08.08.2022 and subsequent reminder dated 10.10.2022 wherein it was intimated that this Department is initiating the process of preparing of eligibility list of regular Group 'D'/Class-IV employees working in various department of GNCT of Delhi who had been in service w.e.f 01.01.2006 to 31.12.2020 and having educational qualification of at least matriculation or equivalent from recognized Board/Institution regarding deciding eligibility number for their promotion to the post of Grade-IV (DASS)/Junior Assistant.

It has been observed that some of the departments have not provided the requisite information/documents in respect of the officials working in their department till date (List enclosed as per Annexure-A).

Head of the Departments concerned are, therefore, requested to forward the names of those Class-IV /Group-C (Erst. Group-D) employees who has been appointed w.e.f. 01.01.2006 to 31.12.2020, in the prescribed proforma as per Annexure-I & II enclosed herewith duly filled in and verified from Head of Department along with attested copies of certificates of educational qualifications, first page of Service Book and certificate of category (SC/ST/OBC/PH). The aforesaid document should reach the Services Department by **30.12.2022**.

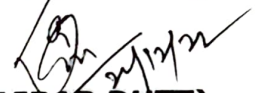


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I am directed to inform that only those officials will be considered whose record is made available and in case any official does not get considered due to non-furnishing of requisite documents/papers/information by the concerned Department, the responsibility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

This issues with the prior approval of the Competent Authority.

Yours faithfully,



(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

Encl: As above

No.F. 14(1)1/CL.IV/2022/S-III/ 2794-2797

Date: 23/12/2022

Copy forwarded to:-

1. PS to Secretary (Services)/Spl. Secretary-I/II (Services), Govt. of NCT of Delhi, New Delhi.
2. The Section Officer (Co-ord.), Services Department, GNCT Delhi with the direction to upload the order on the official website.
3. The Section Officer (Monitoring Cell), Services Department, GNCT Delhi with the direction to get requisite information from concerned departments.
4. Guard File/Office Order Register.



(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

20/c

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SERVICES DEPARTMENT- (III)
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NEW DELHI 110002
(<http://services.delhigovt.nic.in>)

REMINDER-II

Annexure 'A'

<u>S.No.</u>	<u>Name of the Department</u>
1	GURU GOBIND SINGH HOSPITAL
2	POWER DEPTT
3	DADA DEV MATRI AVUM SHISHU CHIKITSALAYA
4	DELHI COMMISSION FOR WOMEN
5	LAW JUSTICE AND L.A.
6	WOMEN & CHILD DEVELOPMENT
7	DEEP CHAND BANDHU HOSPITAL
8	COMMISSIONER (DISABILITIES)
9	BABA SAHEB AMBEDKAR MEDICAL COLLEGE
10	DIRECTORATE OF CIVIL DEFENCE
11	BURARI HOSPITAL
12	INDIRA GANDHI HOSPITAL
13	DEPARTMENT OF EXCISE, ENTERTAINMENT & LUXURY TAX
14	LABOUR DEPTT
15	DEPARTMENT OF FOOD SAFETY
16	DIVISIONAL COMMISSIONER OFFICE
17	TRANSPORT
18	WEIGHTS AND MEASUREMENT
19	DR. B. R. SUR HOMOEOPATHIC MEDICAL COLLEGE, HOSPITAL AND RESEARCH CENTRE
20	LAL BAHADUR SHASTRI HOSPITAL
21	PT. MADAN MOHAN MALAVIYA HOSPITAL
22	ACHARYA BIKHSHU HOSPITAL
23	A&U TIBBIA COLLEGE & HOSPITAL
24	N.C.JOSHI HOSPITAL
25	ADMINISTRATIVE REFORMS DEPTT
26	TOURISM DEPTT
27	DELHI LOTTERIES
28	DIRECTORATE OF AGRICULTURAL MARKETING
29	ARCHIVES DEPTT
30	ARCHAEOLOGY DEPTT
31	ARUNA ASAF ALI HOSPITAL
32	DELHI MINORITY COMMISSION
33	OBC COMMISSION
34	FAMILY WELFARE
35	DEEN DAYAL UPADHYAY HOSPITAL
36	DIRECTORATE OF VIGILANCE
37	DELHI SUB.SERVICE SELECTION BOARD
38	DIRECTORATE OF EMPLOYMENT
39	DIRECTORATE OF INFORMATION & PUBLICITY
40	FOREST & WILD LIFE
41	G.B.PANT HOSPITAL
42	GENERAL ADMINISTRATION DEPTT

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43	INDUSTRIES DEPTT
44	IRRIGATION & FLOOD CONTROL
45	L.G.SECRETARIAT
46	N.C.C. DEPTT
47	PLANNING DEPARTMENT
48	PROHIBITION
49	REHABILITATION
50	URBAN DEVELOPMENT
51	WELFARE FOR SC/ST/OBC & MINORITIES
52	RURAL DEVELOPMENT
53	DEPARTMENT OF INFORMATION TECHNOLOGY

NAME OF THE DEPARTMENT

DATE-WISE LIST OF GROUP 'D' EMPLOYEES OF GOVERNMENT OF NCT OF DELHI

[illegible]

Certified that the above particular have been checked and verified from Service Book and other Service Record

Signature of HOO/HOD

NAME & STAMP

NB:- DULY ATTESTED COPY SHOULD BE FURNISHED IN SUPPORT OF QUALIFICATION AND BELONGING TO SC/ST/OBC/PH.

2/c

ANNEXURE-II

PROFROMA

1. Name of the official _____
2. Educational Qualification
(Please indicate Matric with Science
or without Science) _____
3. Date of Birth _____
4. Date since when continuously holding
the post of Class-IV in the prescribed
Pay scale _____
5. Whether appointment was made by SSB/
Selection Committee /re-deployed _____
6. Date of appointment as Class-IV
employee on regular basis
(In case re-deployed mentioned date of
re-deployment) _____
7. Date of confirmation in the grade, if any
(Do not indicate date of Q.P. here) _____
8. Office/Department where working _____
9. Whether SC/ST/OBC/PH(OH/VII/III)
(Specify category and attached duly attested
copy of certificate) _____
10. Residential Address _____
11. Remarks _____

(Signature of the Official)

Certified that the particulars as mentioned above have been checked and verified from the Service
Book and other service record.

(Signature of Head of Office/Head of the Department)
(With seal)