

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

No.F.3 (1)/(3)/2023/S-II/ 2652-54

Date: 23/11/2023

To

The Head of Department concerned,
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: Promotion of Grade-III officials to the post of Grade-II(DSS)/Asstt. Section Officer- regarding

Sir/Madam,

I am directed to inform you that this Department is initiating process to promote the following Grade-III(DSS) officials on whom a penalty was imposed & that has completed now, with the request that the service particulars, i.e., Integrity & Vigilance certificate (Annexure-B), service particulars proforma (Annexure-C) /APARs 2017-18 to 2021-22 / Penalty imposing order/ Penalty Completion Certificate/ copy of suspension order, charge-sheet & treatment of suspension period(if any) in respect of these officials, after verifying the details from their service records, may be made available to this department:

S. No.	DEPTT	NAME	DOB/SNTY. NO./CTG.	DETAILS OF PENALTY IMPOSED AS PROVIDED BY THE ADMINISTRATIVE DEPTT
1	IND	ANUJ KHANNA	20/10/73 U9434A / UR	Penalty of reduction to a lower time scale for a period of 3 years vide Industries deptt. order dated 04/03/2020
2	I&FC	RAJENDRA SWAROOP	14/07/85 U10631A / SC	Minor penalty of censure imposed by I&FC deptt. vide order dated 19/06/23
3	DSSSB	MUKESH KUMAR	10/11/77 U10241 / UR	Minor penalty of censure imposed by Revenue deptt. vide order dated 13/01/23

The requisite information **strictly in the prescribed proforma as per Annexure 'B' & 'C'** may be made available at the earliest to facilitate assessment of their suitability for promotion to the post of Grade-II (DSS).

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** and necessary documents may be furnished to this department at the earliest.

Yours faithfully,

Encl: Annexure 'B' & 'C'


(AMITABH JOSHI)
DY. SECRETARY(SERVICES)

No.F.3 (1)/(3)/2023/S-II/ 2652-54

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Copy forwarded to the following for information & necessary action:-

1. Section Officer(Co-ordination), Services Department with the request to upload the letter on the official website of Services Department.
2. Section Officer, Services-IV Branch, Services Department with the request to provide complete ACRs/APARs folder in respect of above mentioned official.


(AMITABH JOSHI)
DY. SECRETARY(SERVICES)

INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt.....
(DOB:.....) Grade-III (DSS)/Kanungo/Adhoc Grade-II(DSS) who is to be considered for promotion to the post of Grade-II (DSS) 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..... (DOB:)Grade-III (DSS)/Kanungo/Adhoc Grade-II(DSS) who is to be considered for promotion to the post of Grade-II (DSS), 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.**

**PROMOTION TO THE POST OF GRADE-II/ASSTT. SECTION OFFICER
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1. Name of the official (in capital letters) :
2. Date of Birth :
3. Seniority No. in Gr.III (DASS)/Kanungo :
4. Qualification :
5. Category (Gen/SC/ST) :
6. PH Sub-Category (VH/DD/Ortho) :
7. Present Department (with date of joining) :
8. Whether Integrity Certified (Yes/No) :
9. Details of suspension, if any :
10. Whether any Disciplinary/departmental case is pending/contemplated against the official (Yes/No) If yes, details thereof :
11. Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No). If yes, details thereof :
12. Whether any penalty is/was in operation/ imposed(Yes/No). If yes, details thereof :
13. (a) Whether any criminal case is pending against the official (Yes/No). If yes, details thereof. :
(b) Whether charge sheet submitted in the said case in the court against the official(Yes/No). if yes, detail thereof. :
14. Previous Departments, since entry into Government Service (use separate sheet, if required) :

S.No.	Departments	Designation	From (DD/MM/YY)	To (DD/MM/YY)
1.				
2.				

15. Present Residential address :
16. Telephone/Mobile Number :
17. E-mail address :
18. Any other information :

(Signature of Official concerned)

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