

MOST IMMEDIATE

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: SERVICES-I BRANCH
DELHI SECRETARIAT: 5TH LEVEL: B-WING
I.P. ESTATE: NEW DELHI-110002 (O):011-23392038

F.No.30/29/2024/SI/486-494

Dated: 11/02/2025

To

- (i) The Additional Chief Secretary (GAD), Govt. of NCT of Delhi.
- (ii) Secretary, DCSK, GNCTD
- (iii) Secretary, ACL, GNCTD
- (iv) Director, WCD, GNCTD

Sub: Preparation of Select List for promotion of SCS officers to the IAS of Joint AGMUT Cadre (UT Segment) for the Select Lists from 2021 to 2024 – reg.

Sir/Madam,

This is in continuation of this office letter dated 01.11.2024 on the subject cited above. In this regard, I am directed to forward herewith a copy of letter bearing No.14016/05/2024.UTS-I dated 11.02.2025 received from Ministry of Home Affairs, Government of India vide which following three Officers (DANICS) falling in the zone of consideration for the Select List from 2021 - 2024 has been forwarded to this office. The details of eligible officers are as under:-

Sl. No.	Name of officer (Sh.)	Source	Date of Birth	Date of Appointment	Year of Examination	Present Posting in GNCTD
1.	Vivek Agarwal	DANICS	23.09.79	22.11.10	2005	Secretary, DCSK
2.	Navlendra Kumar Singh	DANICS	11.08.77	22.11.10	2005	Addl. Director, Dept. of Women & Child Development
3.	Rajanish Kumar Singh	DANICS	01.03.78	15.03.08	2006	Additional Secretary to Hon'ble CM (GAD)

2. In this regard, it is requested that the following declarations (original signed copy) be provided from the above-mentioned officers for its onward transmission to the Ministry for further appropriate action:-

- (i) Unconditional willingness for appointment to the IAS.
- (ii) Declaration of having only one spouse living.
- (iii) Consent for termination of lien in the State Civil Service after their substantive appointment to IAS.

3. In addition to above, it is also requested to provide the following information/documents in respect of above mentioned officers:-

- I. The name and date of birth of the officers as per service book/record.
- II. Date of appointment in the Service.
- III. Date of confirmation in the Service.
- IV. Whether SC/ST/OBC.
- V. Information in the prescribed proforma enclosed as **Annexure 3.1**.
- VI. Details of disciplinary proceedings and criminal proceedings pending against him (Information may be provided in the requisite proforma enclosed **(Annexure 4)**).
- VII. Details of penalties imposed on the officer during the last 10 years (Information may be provided in the requisite **proforma enclosed (Annexure 4.2)**).
- VIII. Integrity Certificate in respect of the officer **(Annexure-5)**.
- IX. Certificate regarding communication of adverse remarks in respect of the officer [Information may be provided in the requisite **proforma enclosed (Annexure 6)**].
- X. Details of court cases and court orders having bearing on the Select List [Information may be provided in the requisite **proforma enclosed (Annexure 8)**].

4. The ministry has requested to furnish only one proforma for each annexure as mentioned above.

5. Further, it is also requested to inform if anything adverse against any of the eligible officer has come to the notice of the concerned department.

6. It is requested that the requisite information/documents in respect of the above officers may please be furnished to this office at the earliest for onward transmission to the Govt. of India, Ministry of Home Affairs for further action.

Encl. as above.

Yours faithfully,


(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

Copy to :-

1. The Special Secretary (Vigilance), Dte. of Vigilance, Government of NCT of Delhi with the request to provide the vigilance status in respect of the above officers to this office for onward transmission to the Ministry of Home Affairs, GoI for further action.
2. The Under Secretary (UTS-I), Ministry of Home Affairs, Government of India, North Block, Delhi w.r.t. letter mentioned above.
3. Officer concerned with the request to pursue the matter for forwarding of requisite documents/information to this office at the earliest.
4. Copy to the Section Officer (APAR Desk), Services - I branch, GNCTD along with Ministry of Home Affairs, GoI aforesaid letter dated 22.10.2024 and with request to forward Statement of ACR in respect of the officer [Information may be provided in the requisite **proforma enclosed (Annexure-7)**]. Besides this, it has been also requested that the requisite information/documents and pending ACRs, if any, as on 11.02.2025 in respect of all the eligible officers may please be furnished to the Ministry directly, preferably in one lot.
5. The Section Officer (Coordination), Services Department, Govt. of NCT of Delhi, Delhi with the direction to upload this letter on the website of Services Department.



(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

By Fax/E-Mail/Speed Post

**F.No.14016/05/2022.UTS-I
Government of India
Ministry of Home Affairs**

North Block, New Delhi
Dated the 11th February, 2025

To

The Chief Secretary,
Govt. of NCT of Delhi,
Delhi Secretariat, New Delhi.

Sub: Preparation of Select List for promotion of SCS officers to the IAS of Joint AGMUT Cadre (UT Segment) for the Select Lists from 2021 to 2024 - reg.

Sir,

In continuation to this Ministry's letter dated 22.10.2024 on the subject mentioned above and to request that the following declarations (**original signed copy**) may be obtained from below mentioned officers who are falling in zone of consideration for the Select List of 2024 and forwarded to this Ministry for further appropriate action: -

Sl. No.	Name of the officers (S/Shri/Smt.)	Source	Date of Birth	Date of Appointment	Year of Examination
1.	Vivek Agarwal	DANICS	23.09.79	22.11.10	2005
2.	Navlendra Kumar Singh	DANICS	11.08.77	22.11.10	2005
3.	Rajanish Kumar Singh	DANICS	01.03.78	15.03.08	2006

- Unconditional willingness for appointment to the IAS.
- Declaration of having only one spouse living.
- Consent for termination of lien in the State Civil Service after his substantive appointment to IAS.

2. In addition, the following information in respect of the above officers may also be provided: -

- The name and date of birth of the officer as per service book/record.
- Date of Appointment in the Service.
- Date of confirmation in the Service.
- Whether SC/ST/OBC.
- Information in the prescribed proforma enclosed as **Annexure 3.1**.
- Details of disciplinary proceedings and criminal proceedings pending against the officer [information may be provided in the requisite **proforma enclosed (Annexure 4)**].

- vii. Details of penalties imposed on the officer during the last 10 years [information may be provided in the requisite **proforma enclosed (Annexure 4.2)**].
- viii. Integrity certificate in respect of the officers (**Annexure-5**).
- ix. Certificate regarding communication of adverse remarks in respect of the officer [information may be provided in the requisite **proforma enclosed (Annexure 6)**].
- x. Statement of ACRS in respect of the officers [information may be provided in the requisite **proforma enclosed (Annexure-7)**].
- xi. Details of Court cases and Court orders having bearing on the Select List [information may be provided in the requisite **proforma enclosed (Annexure 8)**].

3. *It has been observed that some UT Segments furnish required information in several proformas in respect of eligible officers. It is, therefore, requested to furnish only one proforma for each annexure as mentioned in para 3 above in respect of eligible officers.*

4. If anything adverse against any officer is in the notice of the UT Administrations concerned, the same may be informed to this Ministry.

5. Further, provide the following information in respect of Shri Shamim Akhtar Tamanna, DANICS:

- (a) **Time period - 01.06.2020 to 01.03.2021**:- NRC is to be submitted with reason as to whether the officer has submitted his self-appraisal for the period or not.
- (b) **Time period - 01.04.2018 to 31.03.2019** - NRC has now been furnished. However, a letter dated 15.09.2020 is available in dossier indicated that PAR for the said period has been completed. Clarification in this regard is required.
- (c) **Time period - 01.04.2017 to 31.03.2018** - Non availability certificate has again been furnished. NRC with valid reasons required indicating whether self-appraisal has been submitted or not. If yes, what about the remarks of the Reporting/Reviewing/Accepting Authority.

6. It is, therefore, requested that the requisite information/documents and pending ACRs, if any, as on **11.02.2025** in respect of officers mentioned in para 02 above may please be furnished to this Ministry, preferably in one lot.

Yours faithfully,

Encl: As above.

Rh
11.2.25
(Rakesh Kumar Singh)

Under Secretary to the Government of India
Ph: 2309 2688

Copy to: -

1. Section Officer, UTS-II Section, MHA for similar action and also request to provide the copy of chargesheet dated 23.06.2022 in respect of Shri Shamim Akhtar Tamanna, DANICS.

ANNEXURE-3.1**A. Particulars of State Civil Service Officers who are eligible for consideration for promotion to the IAS in their order of seniority as on 1st January 2024 (Select List 2024):**

Sl. No.	Name of Officers (Shri/Smt./Ms.)	Whether SC/ ST/ OBC	D.O.B.	Whether the officer is below 56 years of age as on 1 st Jan of the year for which SL is to be prepared?	Whether the officer is available on 31 st of Dec. of the year for which SL is to be prepared	Date of Appointment in the State Civil Service	Date of Confirmation in the State Civil Service	Date of continuous officiation in the post Dy. Collector or Equivalent	Remarks
1	2	3	4	5	6	7	8	9	10

Note 1: Details of officers excluded in the Eligibility List but his/their names figure in the Seniority List alongwith the reason of exclusion.

Sl. No.	Name of the Officers (Shri/Smt./Ms.)	Whether SC/ ST/ OBC	D.O.B.	Whether the officer is below 56 years of age as on 1 st Jan of the year for which SL is to be prepared	Whether the officer is available on 31 st of Dec. of the year for which SL is to be prepared	Date of Appointment in State Civil Service	Date of Confirmation in the State Civil Service	Date of continuous officiation in the post Dy. Collector or Equivalent	Remarks
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Note 2: Similarly, in case any officer is being included in the Eligibility List but his name does not figure in the Seniority List, the reasons for his inclusion may also be indicated.

B. Certificate to be signed by an officer not below the rank of Secretary in the State Government

It is certified that the Eligibility list includes the name of only such officers who have not attained the age of 56 years as on 1st January of Select List year and were available in service as on 31st December of Select List year.

Signature

Name.....
Designation.....

Annexure 4**A. Details of disciplinary proceedings pending against eligible officers.**

Sl. No.	Name of the officers (S/Sh.)	Date of issue of charge sheet to the officers	Brief facts and nature of charges	Present status

B. Details of criminal proceedings pending against eligible officers.

Sl. No.	Name of the officers (S/Sh.)	Date of filing of charge sheet before the Court	Brief facts and nature of charges	Present status

Note: The Proceedings are deemed to be pending only if a charge sheet has already been served upon the officer/filed in a Court of Law as laid down in the Promotion Regulations [Explanation under Provision to Reg. 5(5)]

Signature

Name.....
Designation.....

Annexure 4.2**(A) Details of penalties imposed on eligible officers during the last 10 years**

Sl. No.	Name of the officers (S/Sh.)	Year in which offence is committed	Date of issue of charge sheet	Date on which Penalty Imposed	Nature of Penalty	Period of Currency of the penalty and the date when the currency of penalty will be over	Whether any appeal has been filed and if so whether there is any interim stay/stay	Remarks

Signature

Name.....

Designation.....

Annexure 5**A. FORMAT FOR CERTIFYING THE INTEGRITY CERTIFICATE****INTEGRITY CERTIFICATE**

Dated:

The State Government certifies the integrity of following officers with reference to the entries in his/their Annual Confidential Reports: -

Sl.No.	Name of the Officers (Shri/Smt./Ms.)

Chief Secretary to the Government

B. FORMAT FOR WITHHOLDING THE INTEGRITY CERTIFICATE**INTEGRITY CERTIFICATE**

Dated:

The State Government withholds the integrity of following officer(s) for the reasons indicated against each: -

Sl. No.	Name of the officers (S/Shri)	Reasons (in brief) for withholding the integrity certificate

Chief Secretary to the Government

Note: (i) Please refer to Govt's instruction No.14/23/65-AIS(III) dated 28.07.1966, No.17/3/70-AIS(III) dated 26.05.1970, No.14015/18/99-AIS dated 27.10.1999 & F.14015/18/99-AIS(I) dated 27.10.2001.

**Ministry of Home Affairs
(UT Division)**

Annexure-6

A. Certificate regarding communication of adverse remarks in respect of eligible officers for Select List 2024.

- (i) Adverse remarks in the character rolls of the following eligible officers have not been communicated by the State Government to the officers concerned.

Sl. No.	Name (S/Shri)	Period

- (ii) Adverse entries in respect of the following eligible officers have been communicated but no representations have been so far received from the officers concerned but the time limit to represent is not yet over.

Sl. No.	Name (S/Shri)	Period

- (iii) Representations against adverse entries in respect of the following officers have been received within the stipulated time but the decision of the State Government is yet to be taken.

Sl. No.	Name (S/Shri)	Period

Note: All India Service Manual Part-II Edition (Gol Instructions-8-page 58) may be referred.

Signature

Name.....
Designation.....

STATEMENT OF ACRS FURNISHED TO THE COMMISSION

Sl No.	Name of the Officers (Shir/Smt.)	Period of ACR (Preceding 5 years) (Separate row for each part ACR) e.g. 2019-20, 2020-21, 2021-22, 2022-23, 2023-24.	Whether available?		Whether ACR is duly reported/reviewed/accepted?		Whether the ACR is valid as per ACR Rules of State Govt.		If the ACR written in Regional Language, whether English translation (Including the self assessment) duly attested by an officer not below the rank of Secretary to State Govt. added in the dossier?		Remarks	
			If yes, mark (✓)	If no, whether No Report Certificate (NRC) with valid @ reasons added?	If yes, Mark (✓)	If no, indicate the deficiency with reasons e.g. not reviewed etc.	If yes, mark (✓)	If no, indicate reasons	If yes mark (✓)	If no, indicate reasons		
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												

@ Valid reasons as per DOPT letter No.F.14015/7/88-AIS(I) dated 22.07.1988.

- * The State Government is required to furnish the complete ACR dossier of the officer. The ACRs for preceding five years may be duly flagged. If some ACRs are not writer and NRC added, preceding ACRs may be flagged and details furnished as above.
- * No photocopy of ACR is accepted. In exceptional circumstances, if a photocopy is furnished, it should be duly attested and reasons for not sending the original ACR may be indicated.
- * The ACRs furnished to the Commission should be minutely scrutinized and furnished to the Commission after rectifying the deficiencies.
- * The validity of the ACRs furnished to the Commission may be checked by the State Government in terms of the ACR rules of the State Govt., if any. The validity of the UN Report/Special Report, etc., if any, as per ACR Rules of State Government may be indicated clearly.

(B) STATEMENT OF MISSING ACRS

S.No.	Name	Period	Reasons	Whether no report certificate indicating valid reasons added in the ACR dossier?

(C) CERTIFICATE REGARDING ACRS

(To be signed by an officer not below the rank of Secretary in the State Government)

It is certified that all orders/Communications issued by the State Government in respect of ACRs of eligible officers in pursuance of court directions or otherwise have been incorporated in the relevant ACRs/placed in the relevant ACRs.

Signature

Name.....

Designation.....

ANNEXURE-8**A Statement showing Court Case and Court orders having bearing on the Select List**

Sl. No.	Name of Applicant (S/SHRI)	Case No.	Name of Court	Date of Orders Including Interim order(s) & Compliance Date	Direction's (In brief)	Whether the order(s) has been complied with? If yes, details thereof. If not, reasons therefor.	Whether appeals have been filed and if so whether stay orders have been obtained?	Implications on the current select List	Whether a copy of the order(s) has been enclosed	Remarks
1.										
2.										
3.										

Signature

Name.....
Designation.....