

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

No.F.3 (1)/(3)/2017/S.II/Vol.II/1302-II

Date: 06/07/2020

To

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

**Sub: Promotion of the Left out cases of Gr.III (DASS) officials on ad-hoc basis  
- regarding**

Sir/Madam,

Kindly refer to this department's letter No. F.3(1)/(4)/2018/S-II/2565-2569 dated 19/09/2018 & subsequent reminders dated 21/08/2019 & 11/03/2020 on the subject cited above, wherein it was requested to send the requisite information/documents (i.e. IC/ VC/ ACRs or APARs & Proforma) in respect of Grade-III (DASS) officials for promotion to the post of Gr.II (DASS) on ad-hoc basis.

However, the requisite Information/documents in respect of the officials (as per lists enclosed) are yet to be received from the concerned administrative department.

In this regard, I am directed to state that the lapse/omission on the part of the competent authority in issuance of IC/VC in time has deprived otherwise eligible officials from getting promotion to the next higher grade.

Hence, it is once again requested that requisite information in respect of the officials (as per list enclosed) be provided **within three weeks** of issue of this letter, in the proforma appended overleaf, so that the proposal may be submitted before the Review DPC/Screening Committee without further delay.

This may be accorded Top Priority.

This issues with the approval of Competent Authority.

Encl: 1) Proforma for IC/VC  
2) Proforma for bio-data

Yours faithfully,



**(BHAIRAB DUTT)**  
**DY. SECRETARY-III (SERVICES)**

No.F.3 (1)/(3)/2017/S.II/Vol.II/1302-II

Date: 06/07/2020

Copy forwarded for Information and necessary action to the: -

1. PS to the Addl. Chief Secretary (Services) / Spl. Secy. (Services)
2. Section Officer (Coordination), Services Department, Govt. of NCT of Delhi, Delhi with the request to upload this letter on the website of Services Department.



**(BHAIRAB DUTT)**  
**DY. SECRETARY-III (SERVICES)**

**LIST OF LEFT OUT CASES OF DPC DATED 28/02/2019 FOR PROMOTION TO THE POST  
OF GRADE-II (DASS) ON AD-HOC BASIS (AS ON 22/05/2020)**

S.NO.	DEPTT	NAME	DOB	SNTY NO.	CAT	DOC/INFO. REQUIRED
1.	DCO	ATTAR SINGH	30/11/65	U8772	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
2.	F&S	KUSUM LATA YADAV	16/02/70	U8863	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
3.	CEO	RAKESH KUMAR GROVER	01/11/72	U8895	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
4.	DCO	MURARI LAL MEENA	01/01/70	K-136	ST	IC/VC(HQ)/APARs 2012-13 to 16-17
5.	TPT	MANOJ	04/11/72	U8981	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
6.	GAD/DCO	SANDEEP	31/10/68	U8989	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
7.	DIP	NARENDER DUTT	18/03/70	U8995A	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
8.	BJRMH	ANIL KUMAR	01/02/73	U9070	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
9.	L&B	KULBIR SINGH	10/02/68	U9083	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
10.	DCO	GEETANJALI	18/12/75	U9089	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
11.	DCO	R.S.SHARMA	15/09/60	U9113	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
12.	DSW	KAMAL JEET	14/03/73	U9123	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
13.	TPT	NEERAJ SHARMA	14/06/73	U9155	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
14.	DCO	AJAY KUMAR	01/07/74	U9166	UR	IC/VC(HQ)/APARs 2012-13 to 16-17
15.	DCO	JITENDER KUMAR	17/12/72	U9343	SC	IC/VC(HQ)/APARs 2012-13 to 16-17
16.	TPT	RAJESH KUMAR	15/03/71	U9346	SC	IC/VC(HQ)/APARs 2012-13 to 16-17
17.	CEO	JAGJEET SINGH	23/01/72	U9357B	SC	IC/VC(HQ)/APARs 2012-13 to 16-17
18.	DCO	KAMLESH KUMAR	22/08/72	U9806	SC	IC/VC(HQ)/APARs 2012-13 to 16-17
19.	DCO	TRILOK CHAND	26/06/64	K-110	SC	IC/VC(HQ)/APARs 2012-13 to 16-17
20.	TPT	N.K.PASWAN	12/07/65	U9926	SC	IC/VC(HQ)/APARs 2012-13 to 16-17

**INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt..... Grade-III (DASS) who is to be considered for promotion to the post of Grade-II (DASS) have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

**Signature of H.O.O./  
Controlling Authority**

**VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of Sh./Ms./Smt..... Grade-III (DASS) who is to be considered for promotion to the post of Grade-II (DASS), 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 H.O.O./  
Controlling Authority**

**\*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 I/II/III (DASS)/Steno Cadre**  
**Pro-forma for Vigilance/Integrity Report & Other Service Particulars**

1.	Name of the official (In Capital Letters)	:	
2.	Date of Birth	:	
3.	Seniority No.	:	
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.	Educational Qualification	:	
8.	Present Department (with Date of Joining)	:	
9.	Whether Integrity certified (Yes/No) (Please attach the integrity certificate)	:	
10.	Whether any vigilance case/police case is pending/ contemplated against the official, (Yes/No), If yes, details thereof (Enclose copy of the Order)	:	
11.	Whether any charge sheet issued under the provisions of CCS (CCA) Rules, 1965, (Yes/No). If yes, details thereof.	:	
12.	Whether any penalty is in operation/ imposed (Yes/No), If yes, details thereof (Enclose copy of the Order)	:	
13.	Whether any criminal case is pending against the official (Yes/No). If yes, details thereof.	:	
14.	Type Test (Passed/Exempted), letter No. & date. Exemption granted w.e.f. (Enclose attested copy of the Order)	:	
15.	Period of regular service rendered	:	
16.	Details of Previous posting, since appointment:		
17.	Name of the Departments	From (DD/MM/YYYY)	To (DD/MM/YYYY)
18.			
19.			
20.			
21.	Present Residential Address	:	
22.	Telephone No./Mobile Phone No.	:	
23.	Any other information if relevant	:	

**(Signature of HOD/HOO)**  
**Name of HOD/HOO with Seal**