

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT- (ACP CELL)**  
**A WING, 5<sup>TH</sup> LEVEL, DELHI SECRETARIAT,**  
**NEW DELHI 110002**

(<http://services.delhigovt.nic.in>)

No.F.1(25)/2015/NFSG/Services/Gr.III(Steno)/ 704-707

Dated: 02/05/23

To

All the concerned Head of Departments,  
 Govt. of NCT of Delhi,  
 Delhi/New Delhi.

**Sub: Preparation of panel of eligible Gr.III Stenographers for considering grant of Non-Functional Selection Grade (NFSG) - seeking requisite documents in respect of eligible officials for consideration by Internal Committee reg.**

Madam/Sir,

In continuation of this office letter No.F.1(25)/2015/NFSG/Services/Steno/363 dated 30.04.2015 and subsequent letters including latest letter dated 25.5.2022, I am directed to inform that this department is in receipt of Tentative Eligibility List in respect of Gr.III Stenographers with different eligibility w.e.f 01.01.2018(03 cases), 01.01.2019(01 case) & 01.07.2020(01 case) (Total:05) from Cadre Controlling Authority i.e. Services-III Department for considering grant of Non-Functional Selection Grade(NFSG) in Level 6 of Pay Matrix Table under 7<sup>th</sup> CPC i.e Rs.35400-1,12,400 ( Pre- Revised PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/-) with reference to this department Order No. 58 (F.2/37/2008/S.I/Lit./Vol.II) dated 03.02.2015 and OM no.F.3(5)/(1)/NFSG/S.II/2015/987-992 dated 29.04.2015.

It is, therefore, requested to furnish the requisite information in the enclosed format in respect of all the eligible officials as per Annexure to facilitate assessment of their suitability for grant of Non Functional Selection Grade (NFSG) in Level 6 of Pay Matrix Table under 7<sup>th</sup> CPC.

If the officials, as per the Annexure, has expired/resigned/removed from service or promoted/appointed to higher grade/post or transferred/sent on deputation to other department, then the necessary information may be provided to this department. If whereabouts of any of these officials are not known, then the action being taken/already taken in such cases and orders, if any, passed in this regard by the Competent Authority may also be provided to this department. Service particulars of such officials may also be sent to this department so that further correspondence can be made as and when required.

Further, it is requested that APARs of the officials, pertaining to the preceding 05 years with reference to the eligibility date as mentioned in the annexure (eg. in case the eligibility date is 01.01.2018, then ACRs/APARs pertaining to the period 2012-13 to 2016-17), along with duly filled enclosed proforma, signed and stamped by concerned Head of Office, may be forwarded to ACP Cell, Services Department, Govt. of NCT Delhi immediately. In case APARs of the above mentioned 5 year period are not available, APARs for the immediately preceding years may be sent alongwith reasons as to the non-availability of ACRs/APARs during the period under consideration.

The eligibility date mentioned in the Annexures for considering cases for grant of NFSG is tentative as seniority of some of the official is yet to be finalized. The list of the eligible Gr.III Stenographers officials is also available on the website of Services Department, GNCTD.

It may also please be noted that only those Gr.III Stenographers, will be considered by the Internal Screening Committee, whose requisite information/documents are made available and in case any official is not considered due to non-furnishing of information by the concerned department, the onus shall rest with the department only.

This may be given PRIORITY and necessary documents may be furnished to this department within 10 days of receipt of this letter.

Yours faithfully,

(Bhairab Dutt)

Dy.Secretary (Services)

Encls: As above.

No.F.1(25)/2015/NFSG/Services/Gr.III(Sten)/ 704-707


Dated: 02/05/23

Copy to:

1. Section Officer (Coordination), Services Department, Govt. of NCT of Delhi with request to upload the Letter/Annexure on the website of Services Department, Govt. of NCT of Delhi.
2. Section Officer(S-IV) , Services Department, Govt. of NCT of Delhi with the request to forward the ACRs grading in r/o the officials named in the list enclosed to SO(ACP Cell).
3. Section Officer(S-III) , Services Department, Govt. of NCT of Delhi with the request to forward the ACRs grading in r/o the officials named in the list enclosed to SO(ACP Cell).

S.N.	Name	DOB	Snty No.	Present Deptt.	DOA as Gr.III/Steno	Fallen eligible on	Remarks
1	Sunita Devi Gaur	02.11.69	2196-A	EDN	08.10.2012	01.01.2018	As per vacancy status
2	Seema Garg	24.01.67	2196-B	F&S	10.12.2012	01.01.2018	-do-
3	Neetu Sharma	08.12.75	2197	F&S	10.12.2012	01.01.2018	-do-
4	Aruna Kumari	01.07.70	2203	DHS	22.11.2013	01.01.2019	-do-
5	Alka Pandey	01.10.66	2205	EDN	07.03.2014	01.07.2020	-do-

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09/15/23  
Section Officer  
Services Department, ACP Cell  
Govt. of NCT of Delhi



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**PROFORMA FOR VIGILANCE/INTEGRITY REPORT**  
**FOR GRANT OF NON FUNCTIONAL SELECTION GRADE (NFSG)**

1. Name of the official (in capital letters) :
2. Date of Birth :
3. Date of initial appointment as Grade III Stenographer. :
4. Category (UR/SC/ST/OBC) :
5. Whether integrity certified (YES/NO) :
6. Date of completion of 05 years approved service as Grade III Stenographer :
7. Period of non qualifying service, if any. (i.e. EOL on private affairs/Dies Non etc.) :
8. Whether MACP/ACP benefits is granted, if so, details thereof along with copy of relevant orders. :
9. **VIGILANCE STATUS AS ON DATE OF ELIGIBILITY** :
  - (i) Whether any vigilance case is pending/ contemplated against the official? (YES/NO). If yes, details thereof along with copy of relevant orders. :
  - (ii) Whether any charge sheet is issued under CCS(CCA) Rules 1965 ? (YES/NO). If yes, details thereof along with copy of relevant orders. :
  - (iii) Whether any penalty in operation/ imposed? (YES/NO). If yes, details thereof along with copy of relevant orders. :
  - (iv) Whether any criminal case is pending against the official? (YES/NO). If yes, details thereof along with copy of relevant orders. :
10. Any other information :

Signature of Head of Office: .....

Name of HOO with seal: .....

Department: .....