

IMMEDIATE ATTENTION
RETIREMENT CASE

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)/2021/S-II/1385-92

Date: 09/05/22

To

1.The SDM(HQ/Admin.)
Revenue Department.,
Govt. of NCT of Delhi,
5, Sham Nath Marg,
I.P.Estate, New Delhi-02.

2.The Dy. Secretary(Admn.)
Law & Justice Department,
Govt. of NCT of Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi-02.

3.The Chief Engineer
Irrigation & Flood Control Department,
Govt. of NCT of Delhi,
4th Floor, I.S.B.T. Building,
Kashmere Gate, Delhi-06.

4.The Election Officer (Admn.)
O/o The Chief Electoral Officer,
Govt. of NCT of Delhi,
Old St. Stephen's College Building,
Kashmere Gate, Delhi-06.

5.The Admn. Officer (Admn.)
Deptt. of Training & Tech. Education,
Govt. of NCT of Delhi,
Muni Maya Ram Marg,
Pitam Pura, Delhi-88.

Sub: Promotion to the post of Grade-II(DASS)-Left Out Cases.

Sir,

Please refer to this department's letter No.F.3(1)/(4)/2022/S-II/413-416 dated 08/02/2022 vide which list of the Grade-III(DASS)/Kanungo officials in Annexure 'B' whose cases were deferred/placed in sealed cover by the earlier DPC/Screening Committee has been circulated with the request to furnish the requisite service particulars in respect of these officials.

Further, circular vide F.No.3(1)/(3)/2021/S-II/884-85 dated 22/03/2022 has been issued by this department stressing about timely furnishing of service particulars of left out cases & detailing about the procedure of quarterly review DPC and furnishing of requisite documents before 06 months of retirement in case of retiring officials.

Out of above mentioned officials, the following Grade-III(DASS)/Kanungo officials are going to retire upto 30/06/2023 and their cases of promotion to the post of Grade-II(DASS) are still pending for want of requisite documents as mentioned against each:

S. NO.	DEPTT	NAME (SH./SMT./MS.) DOB/CAT/SNTY. NO.	DONP#/ DOR	DOCUMENTS REQUIRED
1.	DCO	TARCIQUS MONZ 05/12/62 / ST K-23	28/07/2000 31/12/22	IC/VC/PROFORMA/ACR 1994-95 TO 98-99, No penalty certificate or Penalty Completion Certificate (if any penalty is imposed upon the official)
2.	L&J	MADAN MOHAN MANDAL 29/01/63 / SC U6927	26/05/2011 31/01/23	IC/VC/PROFORMA/ACR 2005-06 TO 2007-08 & 09-10, No penalty certificate or Penalty Completion Certificate (if any penalty is imposed upon the official)
3.	CEO	VIRENDER SINGH 04/05/63 / UR U7033	26/05/2011 31/05/23	IC/VC/PROFORMA/ACR 2005-06 TO 09-10, No penalty certificate or Penalty Completion Certificate (if any penalty is

S. NO.	DEPTT	NAME (SH./SMT./MS.) DOB/CAT/SNTY. NO.	DONP#/ DOR	DOCUMENTS REQUIRED
				imposed upon the official)
4.	I&FC	IQBAL SINGH BHAGI 13/10/62 / SC U8217	30/12/16 31/10/22	IC/VC/PROFORMA/APAR 10/15-03/16, No penalty certificate or Penalty Completion Certificate (if any penalty is imposed upon the official)
5.	TTE	B.K.BAJPAI 11/07/62 / UR U9960	14/09/2021 31/07/22	IC/VC/PROFORMA/APAR 2016-17 TO 18- 19

#Date Of Notional Promotion (DONP) is subject to other vigilance conditions.

Here, attention is invited to the para 6.4.4 of DoPT's O.M. dated 10/04/1989 that the promotion will have only prospective effect even in cases where the vacancies relate to earlier year(s). Hence, in case of non-furnishing of the requisite documents by the department concerned, the responsibility of non-promotion will be entirely of the department concerned.

In view of above, it is requested to provide the service particulars in respect of above mentioned officials i.e. Integrity Certificate, Departmental Vigilance Clearance as on date (Annexure-B), service particulars proforma (Annexure-C) alongwith Vigilance Clearance Report & No penalty Certificate or Penalty Completion Certificate (in case any penalty is imposed upon the official) as on date of their notional promotion for considering their case for promotion to the post of Grade-II (DASS).

Yours faithfully,



(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

Encl : As above

No.F.3(1)/(3)/2021/S-II/1385-92

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Copy forwarded for information and further necessary action to:

1. Section Officer, Services-IV Branch, Services Department with the request to provide ACRs/APARs for the period mentioned against each official.
2. Section Officer(Co-ordination) with the request ~~the direction~~ to upload the letter on the official website of Services Department.
3. Official concerned through department concerned with the direction to take up the matter for their promotion to the post of Grade-II(DASS).



(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt..... Grade-III (DASS)/Kanungo 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 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..... Grade-III (DASS)/Kanungo 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 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 (DASS)
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. Whether any Vigilance case is pending/ Contemplated against the official (Yes/No) If yes, details thereof :
10. Whether any charge sheet is issued Under CCS(CCA) Rules, 1965 (Yes/No) If yes, details thereof :
11. Whether any penalty in operation/imposed: (Yes/No) If yes, details thereof :
12. (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.
13. Previous Departments, since entry into Government Service (use separate sheet, if required)

S.No.	Departments	From (DD/MM/YY)	To (DD/MM/YY)
1.			
2.			
3.			

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