

**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.4/3/2020/S-II/1378-83

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.)  
Food and Supplies Department,  
Govt. of NCT of Delhi,  
K Block, Vikas Bhawan, I.P. Estate,  
New Delhi-02.

3.The Head of Office  
Rehabilitation Services,  
Department of Social Welfare,  
Govt. of NCT of Delhi,  
GLNS Complex,  
Delhi Gate, Delhi-02.

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

Sir,

Kindly refer Circular No. F.No.3(1)/(3)/2021/S-II/884-85 dated 22/03/2022 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-IV (DASS)/Junior Assistant officials are going to retire upto 30/06/2023 and their cases of promotion to the post of Grade-III(DASS)/Sr. Assistant 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.	F&S	Meena Malhotra 02/05/1963 UR 10451	14/05/1998 31/05/2023	IC/VC/TTR/ACR-97-98, 98-99, 99-00, 04/00-07/01. No penalty certificate or Penalty Completion Certificate (if any penalty is imposed upon the official).
2.	REHAB	Sheoraj Singh 31/01/1963 UR 14996	06/10/2010 31/01/2023	IC/VC/TTR/ACR-05-06 to 08-09 & status of D.P., No penalty certificate or Penalty Completion Certificate (if any penalty is imposed upon the official).
3.	DCO	Kishan Prasad 13/05/1963 UR 15883	21/07/2016 31/05/2023	IC/VC/TTR/ACR-10-11 TO 14-15, No penalty certificate or Penalty Completion Certificate (if any penalty is imposed upon the official).

#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, 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-III (DASS).

Yours faithfully,

  
(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

Encl : As above

No.F.4/3/2020/S-II/1378-83

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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 to upload the letter on the official website of Services Department.
3. Official concerned through departments concerned with the direction to take up the matter for their promotion to the post of Grade-III (DASS).



(BHAIRAB DUTT)  
DY. SECRETARY (SERVICES)

## **INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt..... Grade-IV (DASS) who is to be considered for promotion to the post of Grade-III (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  
Name & Designation / Seal**

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## **VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of Sh./Ms./Smt..... Grade-IV (DASS) who is to be considered for promotion to the post of Grade-III (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  
Name & Designation / 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-III (DASS)**  
**PROFORMA FOR VIGILANCE, INTEGRITY & 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.	Education 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 is issued under CCS(CCA) Rules, 1965 (Yes/No).If yes, details thereof	:		
12.	Whether any penalty 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), Give Letter No. & Date. Exemption granted w.e.f. _____ (Enclose attested copy of the order)	:		
15.	Period of regular service rendered	:		
16.	Details of Previous Postings, since appointment (use separate sheet, if required)			
	Name of the Departments		From (DD/MM/YYYY)	To (DD/MM/YYYY)
17.	Present Residential address	:		
18.	Telephone/Mobile Number	:		
19.	Any other information if relevant	:		

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