

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT : SERVICES-II BRANCH  
DELHI SECRETARIAT : 5<sup>TH</sup> LEVEL : A WING  
I.P. ESTATE : NEW DELHI - 110002  
(<http://services.delhigovt.nic.in>)**

**No.F.4/8/2022/S-II/1249-1258**

**Dated: 26/06/2023**

To

The Head of the Department,

Govt. of NCT of Delhi,  
Delhi/New Delhi.

Sub: **Initiation of process for Promotion to the post of Grade-III (GNCTDSS).**

Madam/Sir,

Kindly refer to this department's letter of even number dated 15/03/2023 wherein it was requested to send the information i.e. Proforma (Annexure B), Integrity Certificate & Vigilance Clearance Report (Annexure C), No Penalty Certificate (Annexure-D) and Annual Performance Assessment Reports for the period 2016-17 to 2020-2021 & additional APAR 2021-22 in respect of eligible Grade-IV (GNCTDSS)/Jr. Assistant officials (as per Annexure A) presently posted in your department, after verifying the details from their service records.

However, despite best of efforts put in by the Services Department, the requisite information/documents in respect of the 08 officials, **as per list enclosed**, are yet to be received from the department concerned.

Head of the Departments concerned are therefore, requested to personally ensure that the requisite documents in respect of the above mentioned officials should reach the Services Department **within 10 days** of issue of this letter so that vacant posts can be filled up.

**Further, all the HOD (s) concerned are once again requested to provide Vigilance Clearance strictly in accordance with OM No. 22034/4/2012-Estt.(D) dated 02/11/2012 issued by DoPT, GoI & strictly as per Annexure 'C' in respect of the officials being considered for promotion instead of merely giving details of the case. If required, department concerned may consult Directorate of Vigilance, GNCTD for issue of vigilance clearance. Departments are also requested to furnish the service particulars as per detailed mentioned, viz., name/DOB, etc. in the attached list only and if there is any change noticed, the same may invariably be brought to the notice of this department.**

It may be noted that only those officials will be considered whose record is made available and in case any official does not get considered due to non-furnishing of requisite documents/papers/information by the concerned Department, the responsibility shall solely rest with the concerned Department.

The content of this circular may be brought to the notice of the officials concerned.

This issues with the prior approval of the Competent Authority. This may be treated as **MOST URGENT/TIME BOUND** and necessary documents may be furnished to this department within **10 days** of issue of this letter.

Yours faithfully,

**Encl: As above.**

  
(BHAIRAB DUTT)

**DEPUTY SECRETARY (SERVICES)**

**No.F.4/8/2022/S-II/ 1249-1258**

**Dated: 26/06/2023**

Copy forwarded to the following for information & necessary action to :

1. The Deputy Secretary (Services -III), Services Department, GNCT of Delhi.
2. The Section Officer (Services-IV/ACP Cell), Services Department with the request to provide the ACR/APARs in respect of those officials (as per list) whose APARs are available with them.
3. The Section Officer (Co-ordination) with the direction to upload the circular on the official website of Services Department.
4. The Section Officer (Monitoring Cell), Services Department, GNCTD, with the request to take up the matter with the concerned departments for furnishing the requisite documents within 10 days of issue of this letter.

  
(BHAIRAB DUTT)

**DEPUTY SECRETARY (SERVICES)**

**List of 08 Grade-IV (GNCTDSS) officials:-****ANNEXURE-A**

<b>S. No.</b>	<b>Snty. No.</b>	<b>Present Deptt.</b>	<b>Name of the official Sh./Smt./Ms.</b>	<b>DOB</b>	<b>CAT</b>	<b>DOCUMENTS STILL AWAITED</b>
1	17233	DSSSB	RAVI RAWAT	09/10/85	UR	IC/VC (ANNEXURE-C)& NO PENLTY CERTIFICATE (ANNEXURE-D)
2	17272	W&CD	KAPIL SHARMA	14/01/86	UR	APAR-2017-18, 11/2020- 03/2021, 2021-22
3	17273	EDN(Div. in LOKAYUKTA)	RITESH	03/10/89	UR	APAR-2017-18,
4	17704	GAD	OM PRAKASH	11/01/78	UR	PROFORMA (ANNEXURE-B), IC/VC (ANNEXURE-C)& NO PENLTY CERTIFICATE (ANNEXURE-D)
5	17809	DT&T (Div in L&J)	ROHIT DABAS	30/03/93	UR	APAR-23/05/17-30/06/17, 01/02/22-31/03/22,
6	17823	DSSSB	DEEPAK	01/01/85	UR	IC/VC (ANNEXURE-C)& NO PENLTY CERTIFICATE (ANNEXURE-D)
7	18077	GAD	ANIL KUMAR YADAV	15/01/80	UR	PROFORMA (ANNEXURE-B), IC/VC (ANNEXURE-C) & NO PENLTY CERTIFICATE (ANNEXURE-D)
8	18078	F&WL	SUNIL KUMAR	22/05/82	UR	PROFORMA (ANNEXURE-B), NO PENLTY CERTIFICATE (ANNEXURE-D) & APAR-2019-20 TO 2021-22

**PROMOTION TO THE POST OF GRADE-III (GNCTDSS)**  
**PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1.	Name of the official (in Capital Letters)	:	
2.	Date of Birth	:	
3.	Seniority No. in Gr.IV (GNCTDSS)	:	
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 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(a)	Whether any criminal case is pending against the official (Yes/No). If yes, details thereof	:	
13(b)	Whether charge sheet submitted in the said case, in the court 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 as Gr.IV (GNCTDSS)	:	
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.	Mobile Number	:	
19.	E-mail id	:	
20.	Any other information if relevant	:	

(Signature of Official)

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



## **INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt\_\_\_\_\_, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS) 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**

.....

## **VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of Sh./Ms./Smt\_\_\_\_\_, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS), 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.**

**VIGILANCE CLEARANCE/NO PENALTY CERTIFICATE FOR PROMOTION IN  
CASE OF LEFT OUT CASES OF PREVIOUS DPC**

On the basis of the service record of  
Ms./Mrs./Sh. \_\_\_\_\_ DOB \_\_\_\_\_ -  
\_\_\_\_\_, Grade-IV (GNCTDSS), who is to considered for promotion to the post of  
Grade-III (GNCTDSS) (erstwhile DASS), it is certified that the official was clear  
from vigilance angle in terms of the instructions issued by the DoPT OM dated  
14.09.1992 & 02.11.2012 and no penalty was in operation on the date of his/her  
notional promotion i.e. \_\_\_\_\_.

**Signature of Head of Office  
Name of HOO with seal**