

**GOVT. 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)/(6)/2020/S.II/Vol.-I/ 2069-71

Dated 15/7/22

To

✓ The Administrative Officer  
Dte. of Health Services,  
GNCT of Delhi,  
F-17, Karkardooma,  
Shahdara, Delhi.

**Sub:- Consideration for promotion to the post of Gr.-II (DASS) in respect of Sh. Surender Singh, Grade-III (DASS).**

Sir,

With reference to the subject cited above, I am directed to inform that PH/VH Category has been inserted in Column No.7 against the Seniority Number 11007 in respect of Sh. Surender Singh (DOB: 04/07/1968 / PH/VH) vide letter dated 04/07/2022. Subsequent to insertion of PH/VH category, the official becomes eligible for consideration for promotion to the post of Grade-II (DASS) in ensuing DPC.

In view of above, it is requested to provide the service particulars i.e. Integrity Certificate, Departmental Vigilance Clearance (Annexure-B), proforma (Annexure-C) and APARs for the period 2015-16 to 2019-20(if available) in respect of Sh. Surender Singh (DOB: 04/07/1968 / PH/VH), Grade-III (DASS) for considering his case for promotion to the post of Grade-II (DASS).

Yours faithfully,

**Encl: Annexure - B & C.**

  
**(JASWINDER SINGH)**  
**SECTION OFFICER (S-II)**

Dated 15/7/22

No. F.3(1)/(6)/2020/S.II/Vol.-I/ 2069-71

Copy forwarded for information and further necessary action to:

1. Section Officer, Services-IV Branch, Services Department with the request to provide APARs for the period 2015-16 to 2019-20 in respect of Sh. Surender Singh (DOB: 04/07/1968 / PH/VH), Grade-III (DASS).
2. Section Officer(Co-ordination) with the request the direction to upload the letter on the official website of Services Department.

  
**(JASWINDER SINGH)**  
**SECTION OFFICER (S-II)**

**Annexure-B**

**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/Stamp 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/Stamp 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.**

**Annexure – C****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. Any other information :

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