

GOVT. 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)/(6)/2020/S-II/Vol.-I/ 2437-2441

Dated: 18/10/2023

To

The Assistant Commissioner (Admn.)
Food & Supplies & Consumer Affairs,
Govt. of NCT of Delhi,
K-Block, Vikas Bhawan,
I.P. Estate, New Delhi-110002.

Sub:- Consideration for promotion to the post of Grade-II (DSS) in respect of Grade-III (DSS) official on assignment of seniority.

Sir,

With reference to the subject cited above, I am directed to inform that following Grade-III (DSS)/Sr. Asstt. official has been assigned Seniority No. mentioned against him vide letter No. F.6(4)/2023/S-IV/JSC/1563-1555 dated 29/09/2023 as under:

S. NO.	Name of the Deptt.	Name of the official /DOB/CAT	Seniority Assigned No.
01	F&S (Div. in State Election Commission)	Anil Kumar / 02/03/1978 / UR	U9428A

Subsequent to assignment of seniority, the official becomes eligible for consideration for promotion to the post of Grade-II (DSS)/ASO on regular basis notionally w.e.f. 14/09/2021 (subject to vigilance case on the date of notional promotion) as the junior of the official has already been promoted w.e.f. 14/09/2021.

In view of above, it is requested to provide the service particulars, i.e., Integrity & Vigilance certificate (Annexure-B), service particulars proforma(Annexure-C), Vigilance Clearance & No penalty certificate(Annexure-D) as on date of notional promotion and penalty completion certificate(in case, any penalty imposed) along with APARs for the period 2014-15 to 2018-19 in original in respect of above mentioned official for considering his case for promotion to the post of Grade-II(DSS)/ASO.

Yours faithfully,

Encl: As above

(JASWINDER SINGH)
SECTION OFFICER (S-II)

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Copy forwarded for information and further necessary action to:

1. Dy. Secretary(Admn.)/HOO, State Election Commission, Nigam Bhawan, Kashmere Gate, Delhi-110006.
2. Section Officer(Co-ordination), Services Department with the request to upload the letter on the official website of Services Department.
3. Section Officer, Services-IV Branch, Services Department with the request to provide complete ACRs/APARs folder in respect of above mentioned official.
4. Sh. Anil Kumar, Grade-III(DSS)/Sr. Asstt. for personally co-ordinate with the Administrative Department concerned.

(JASWINDER SINGH)
SECTION OFFICER (S-II)

INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt..... (DOB:.....)
Grade-III who is to be considered for promotion to the post of Grade-II 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.....
(DOB:)Grade-III who is to be considered for promotion to the post of Grade-II, 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/ASSTT. SECTION OFFICER
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. Details of suspension, if any :
10. Whether any Disciplinary/departmental case is pending/contemplated against the official (Yes/No) If yes, details thereof :
11. Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No). If yes, details thereof :
12. Whether any penalty is/was in operation/ imposed(Yes/No). If yes, details thereof :
13. (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. :
14. Previous Departments, since entry into Government Service (use separate sheet, if required) :

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

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

(Signature of Official concerned)

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

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

On the basis of the service record of Sh. _____,
Designation_____ DOB:_____ who is to be considered for promotion to
the post of Grade-II/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 notional
promotion_____ .

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