

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/ 845-47

Dated 21/3/22

To

The Election Officer (Admn.)
O/o The Chief Electoral Officer,
Govt. of NCT of Delhi,
Old St. Stephen's College Building,
Kashmere Gate, Delhi-110006

Sub:- Consideration for promotion to the post of Gr.-II (DASS) in respect of Sh. Rajiv Kumar Sharma, Grade-III (DASS).

Sir,

With reference to the subject cited above, I am directed to inform that Sh. Rajiv Kumar Sharma (DOB: 11/08/67 / UR) has been assigned Seniority No. 6905 in Gr.III (DASS) vide letter dated 08/03/2022. Subsequent to assignment of seniority, the official becomes eligible for consideration for promotion to the post of Grade-II (DASS) on regular basis w.e.f. 26/05/2011.

In view of above, it is requested to provide the service particulars i.e. Integrity Certificate, Departmental Vigilance Clearance as on date (Annexure-B), service particulars proforma (Annexure-C) alongwith Vigilance Clearance Report as on 26/05/2011 i.e. date of his notional promotion alongwith No penalty Certificate or Penalty Completion Certificate (in case any penalty is imposed upon the official). in respect of Sh. Rajiv Kumar Sharma (DOB:11/08/67) 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)

No. F.3(1)/(6)/2020/S.II/Vol.-I/ 845-47

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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 APARs for the period 2005-06 to 2009-10 in respect of Sh. Rajiv Kumar Sharma (DOB:11/08/67 / UR), 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)

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**

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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**