

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)
(Delhi Secretariat, 5th Level, A-Wing, I.P. Estate, New Delhi-02)
(<http://services.delhigovt.nic.in>)

No.F.4/3/2018/S-II/830-832

Dated: 17/04/2023

To

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

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

Sir/Madam,

With reference to the subject cited above, I am directed to inform that Smt. Meena Verma, (D.O.B-14/04/68) Grade-IV/Jr. Asstt.(GNCTDSS) has been assigned Seniority number vide Service Department letter No. F.7(5)/2022/S-IV/JSC/573-577 dated 05/04/2023. The detail is as under:-

S. NO.	NAME OF THE DEPTT.	NAME OF THE OFFICIAL/DOB/CAT	SENIORITY ASSIGNED NO.
01	F&S	MEENA VERMA/ 14/04/1968 UR	17211A

Subsequent to assignment of seniority, the official becomes eligible for consideration for notional promotion (w.e.f. 23/12/22) to the post of Grade-III (GNCTDSS) on regular basis in the ensuing DPC.

In view of above, it is requested to provide the service particulars, i.e., proforma (Annexure-B), Integrity Certificate, Departmental Vigilance Clearance (Annexure-C), No penalty certificate (Annexure-D) and APARs for the period 2016-17 to 2020-21 in respect of above mentioned official for considering her case for promotion to the post of Grade-III (GNCTDSS)

Yours faithfully,

Encl : Annexure - B, C & D

(JASWINDER SINGH)
SECTION OFFICER (SERVICES-II)

No. F.4/3/2018/S-II/830-832

Dated: 17/04/2023

Copy forwarded for information and necessary action to: -

1. The Section Officer, Services-IV Branch, Services Department with the request to provide APARs for the period 2016-17 to 2021-22 in respect of above mentioned Grade-IV(GNCTDSS) official.
2. Section Officer (Co-ordination) with the request to upload the letter on the official website of Services Department.

(JASWINDER SINGH)
SECTION OFFICER (SERVICES-II)

**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/YY YY) _____ _____ _____ _____ _____ _____ _____ _____	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

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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**